# Panasonic®

Digital Copier
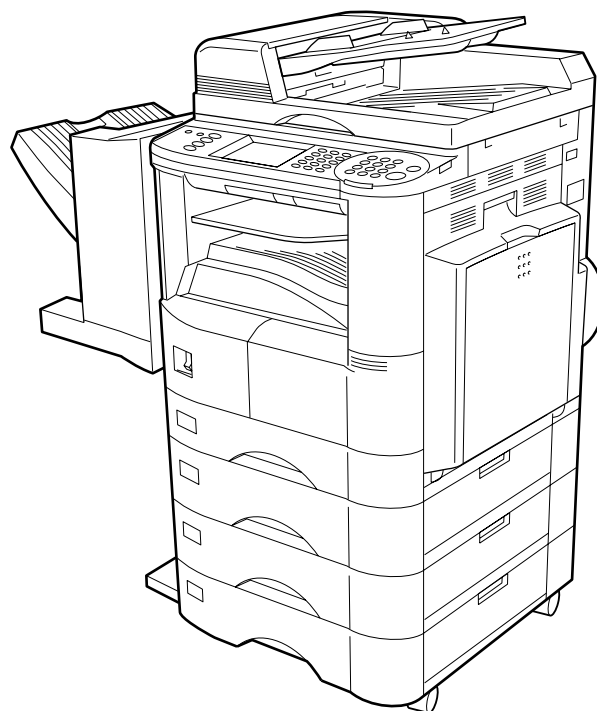
## Operating Instructions
**(For Printer, Document Management System and Class 2 Fax Modem)**

# DP-2000/2500/3000

**Options** (Available separately)

DA-AR250/AS200/DS200/DS205/DS210/DS215/ES200/FG230/FG231/FK200/FK210/FS200/MD200

DA-NE200/PC200/PC210/SM08B/SM16B/SM28B/UC200/XN200/XT200; UE-410047/410048/403171

Before operating this equipment, please read these instructions completely and keep these operating instructions for future reference.

**English**

## ■ Energy Star



The DP-2000/2500/3000 copier complies with Tier 2 of the Environmental Protection Agency's Energy Star Program. This voluntary program specifies certain energy consumption and usage standards for copiers. These copiers will automatically "power down" after a specified period of non-use. The use of these Energy Star compliant copiers will reduce energy consumption and ultimately benefit the environment.

The default functions can be adjusted depending on your office requirements. Please see your authorized Panasonic copier dealer for more details.

# Table of Contents

## Before Use

## Class 2 Fax Modem Section

## Table of Contents

# Precautions

## For U.S.A.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interence in which case the user will be required to correct the interference at his/her own expense.

Any unauthorized changes or modifications to this equipment would voide the users authority to operate this device.

■ You need to read the software license agreement before setting up the Printer Driver.

■ You need to read the following precautions which is described in the Copier Operating Instructions.
● Installation
● Ventilation
● Handling
● Toner and Paper
● For your safety

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# External View and Control Panel
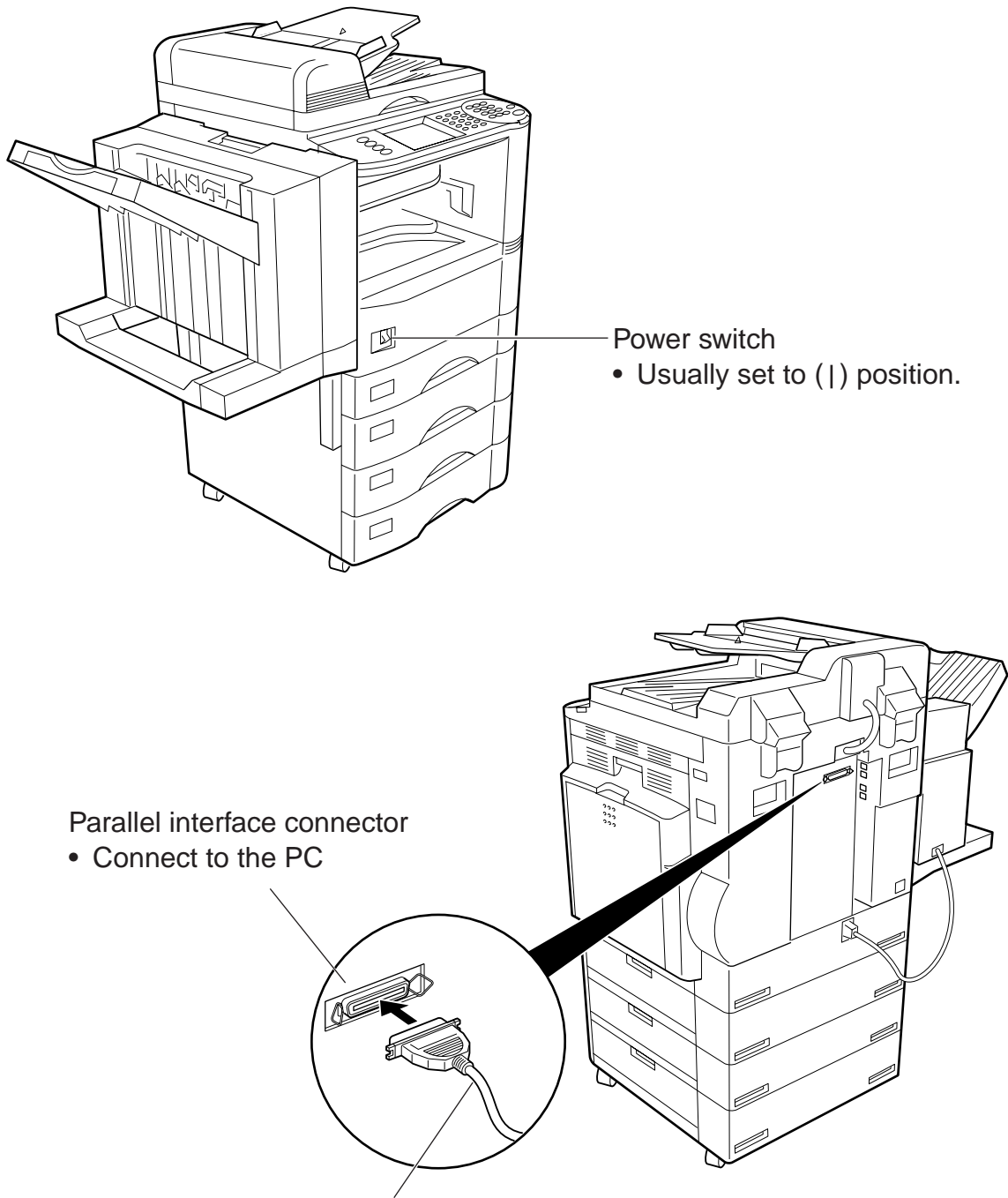
Power switch
• Usually set to ( | ) position.

Parallel interface connector
• Connect to the PC

Parallel interface cable
• (A cable does not come with the unit.)  Use a cable of
   IEEE1284 specifications, with a maximum length of
   20 ft (6m).  Consult a service provider for details.

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## Control Panel (For DP-2500/3000)

⑤ ⑥



SELECT A FUNCTION

① —— ON LINE    OFF LINE —— ②
③ —— SECURE PRINT    CANCEL —— ④
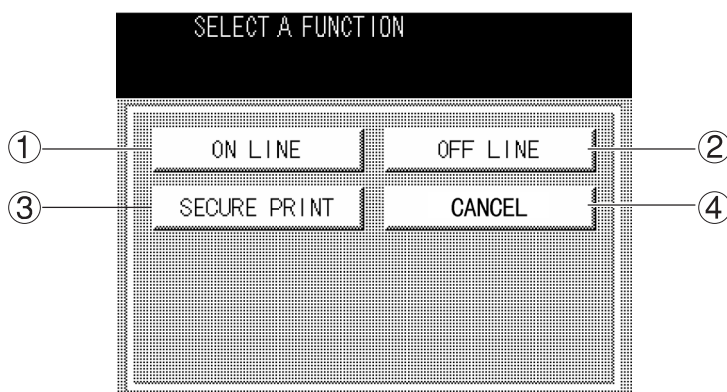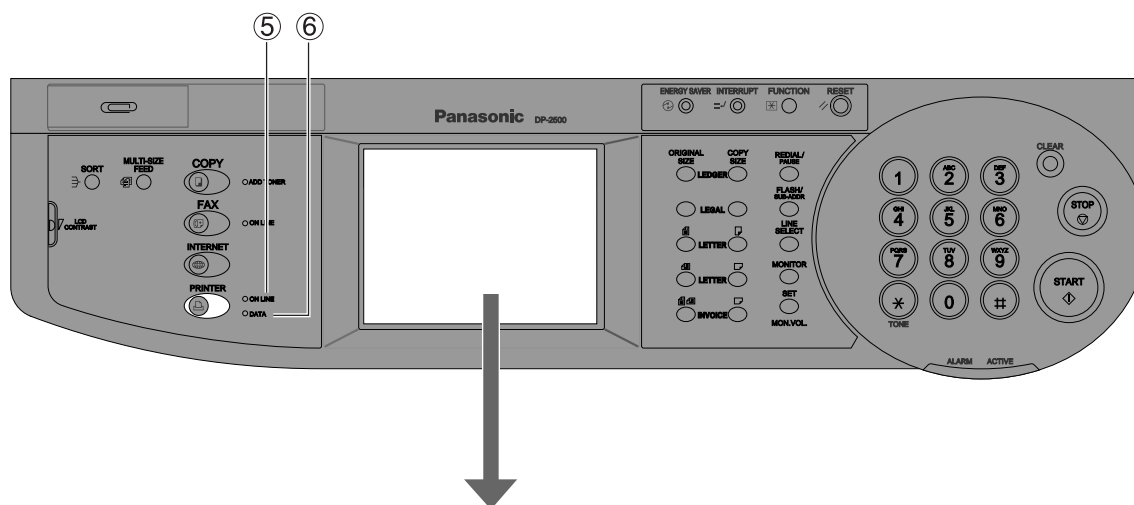
| No. | Name | Function |
|---|---|---|
| ① | ON LINE | Switch the printer from off-line status to on-line status. |
| ② | OFF LINE | Switch the printer to off-line status. (The printer cannot be set off line when the data LED is blinking.) |
| ③ | SECURE PRINT | Used to print or delete the security print data. |
| ④ | CANCEL | Used to cancel the print job. |
| ⑤ | ON LINE LED | Turned on: Printer is operational online<br>Turned off: Printer is offline |
| ⑥ | DATA LED | Turned on: Data is being received from the PC, or printing is under operation.<br>Turned off: Printer is in standby or printing has been completed. |

# External View and Control Panel

## Control Panel (For DP-2000)



```
OCT-12-2000 15:00
PRINTER ON LINE
```
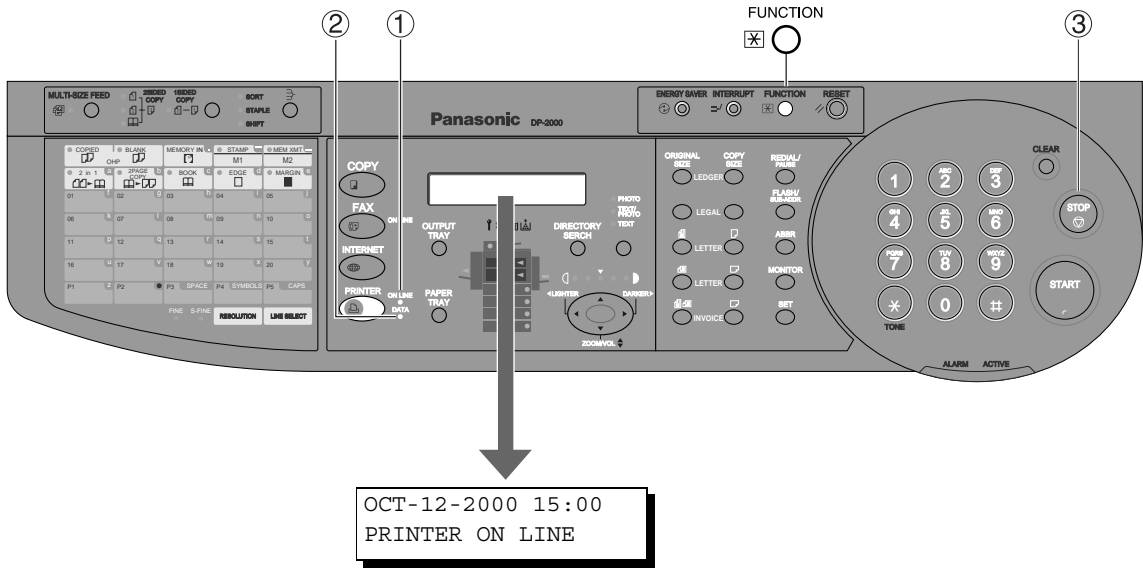
| No. | Name | Function |
|-----|------|----------|
| ① | ON LINE LED | Turned on: Printer is operational online<br>Turned off: Printer is offline |
| ② | DATA LED | Turned on: Data is being received from the PC, or printing is under operation.<br>Turned off: Printer is in standby or printing has been completed. |
| ③ | STOP key | Used to cancel the print job. |

FUNCTION

① Printer Status
1=On Line
2=Off Line

② Printer Settings
(See page 26)

③ Security Print
1=Print
2=Delete

8
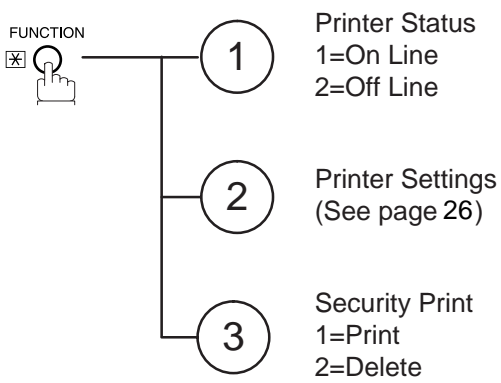
Digital Copier

# Printer Section

# DP-2000/2500/3000

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# Installation and Configuration (Windows 95/98/Me)

## Installing the LPR (Line Printer Remote) Monitor

**1**

Click on the **Start** button, and click on **Run....**

**2**
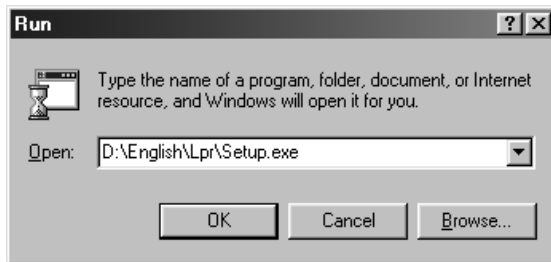


The **Run** dialog box appears.
Insert CD-ROM containing the LPR folder.
In the Open: field, type:
**D:\English\Lpr\Setup.exe**
(When drive D is CD-ROM drive.)
Click on the  OK  button.

**3**
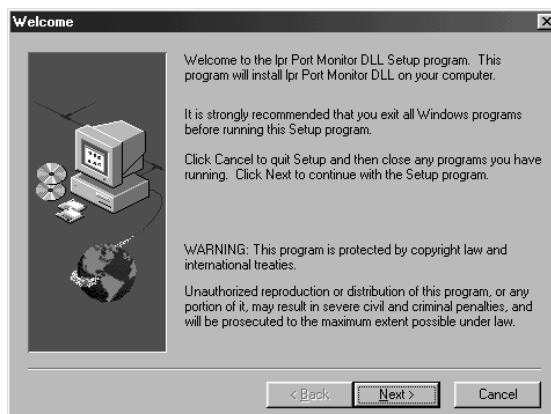


The **Welcome** dialog box appears.
Click on the  Next  button.

**4**
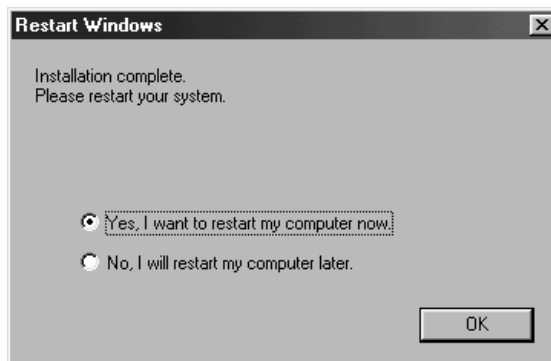


The setup program copies the necessary files onto your Hard Disk.
When the setup process is completed, a message is displayed prompting you to restart your computer.

It is recommended that you restart your computer now so that the LPR Monitor is started.
Click on the  OK  button.

# Installation and Configuration (Windows 95/98/Me)

## Installing the Printer Driver

**1**

Open the **Printers** folder.
①Click the **Start** key.
②Place the cursor on **Settings** and click **Printers.**
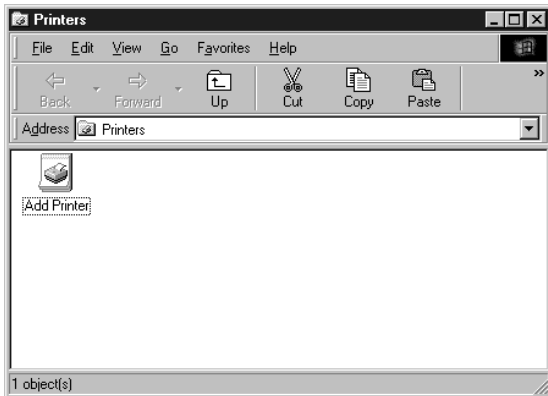
**2**



Double-click the **Add Printer** icon.

**3**



Click the ⎢ Next ⎥ button.

**4**
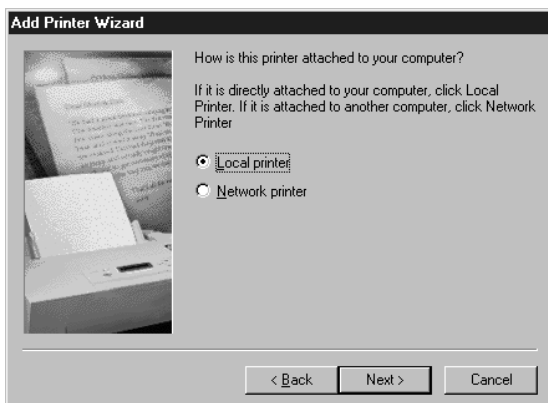


Select **Local printer** and click the ⎢ Next ⎥ button.
• Network printer is specified when a printer on the network is installed.
Refer to the Windows 95/98/Me user's manual for details.

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# Installation and Configuration (Windows 95/98/Me)

**5**
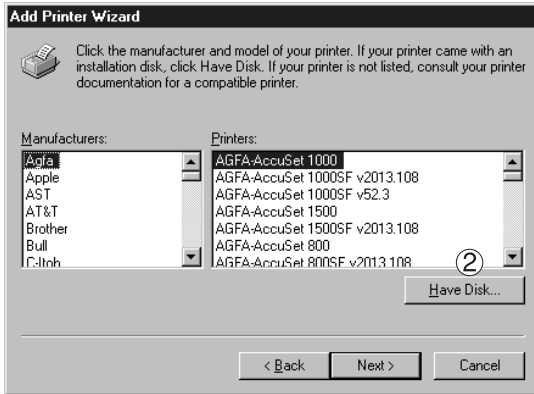
① Insert the CD-ROM containing the printer driver.
② Click the [ Have Disk... ] button.

**6**

① Specify the drive name and type
   **D:\English\Driver\Win9x**.
   (Where "D" is your CD-ROM drive.)
② Click the [ OK ] button.

**7**
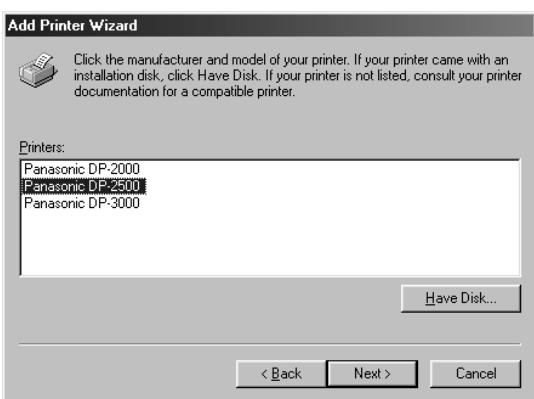
① Select the device (Panasonic DP-2000,
   Panasonic DP-2500 or Panasonic DP-3000).
② Click the [ Next ] button.

**8**
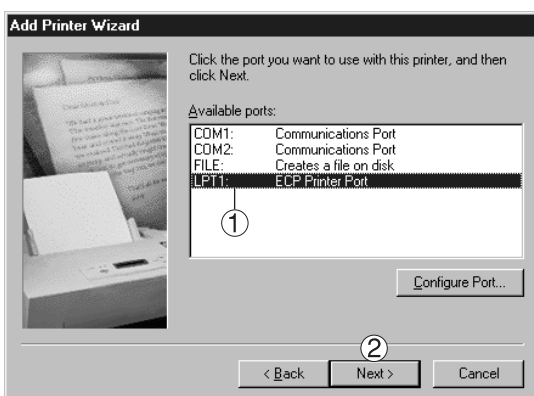
① Select LPT1.
② Click the [ Next ] button.

# Installation and Configuration (Windows 95/98/Me)

**9**
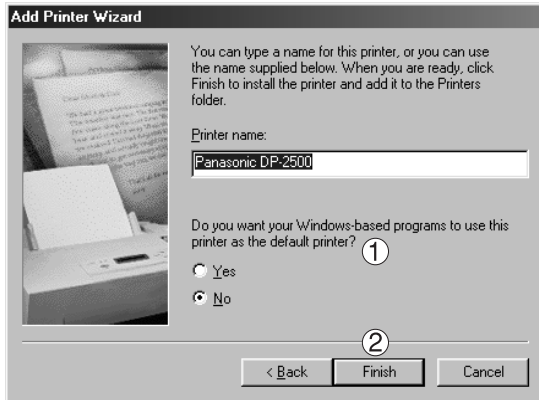
① In response to **Do you want your Windows-based programs to use this printer as the default printer?,** select **Yes** or **No.**

② Click the [ Finish ] button.

—**10**
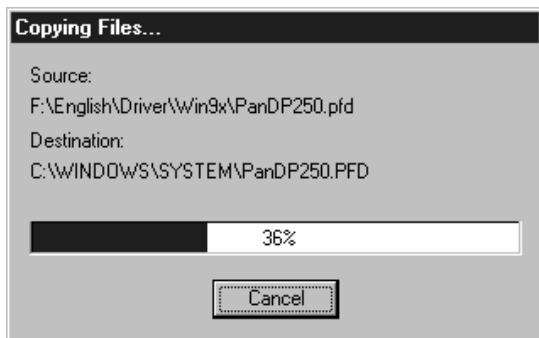
The required files are copied.
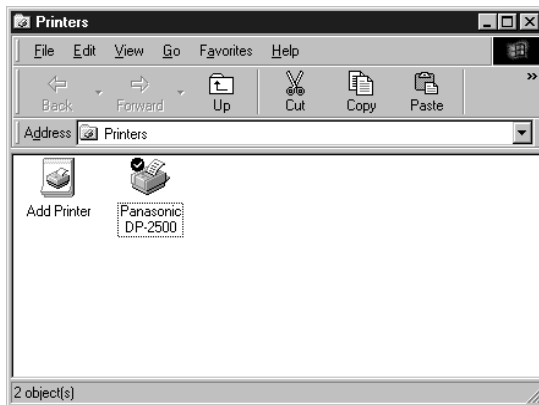
The **Printers** Icon is now displayed in the **Printers** folder.

You have completed the installation as a local printer.

If both the PC and the printer are connected on a network, please contact your network administrator for the IP Address of the printer and proceed to the next step.

right side**Printer Section**

**NOTE**
• Be sure to delete the drivers of earlier versions before updating drivers.
• Restart Windows after updating drivers.

# Installation and Configuration (Windows 95/98/Me)

**11**
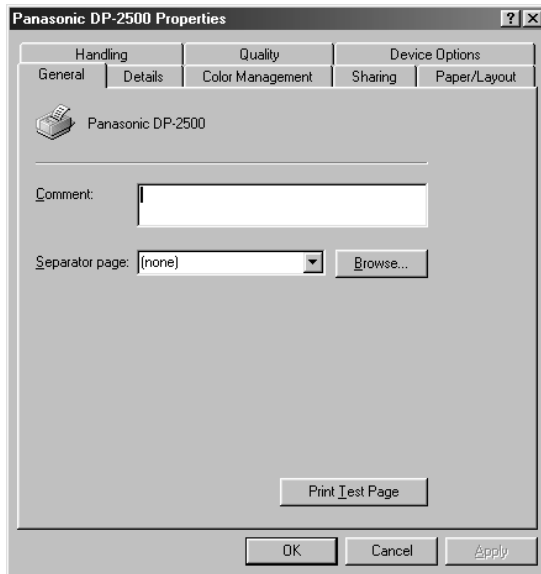


The following step is to Register the LPR Port for network printing.

Before proceeding, ensure that the Printer is installed, connected to the Network, is turned ON and operating properly.

Right-click on the "Panasonic DP-2500" icon in the Printers folder and select Properties from the pop-up menu.

The Panasonic DP-2500 Properties dialog box appears.

**12**
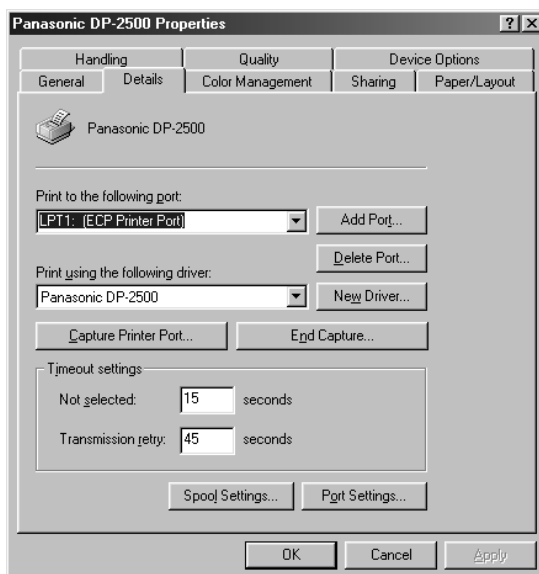


Select the **Details** tab and click on the button.

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**13**
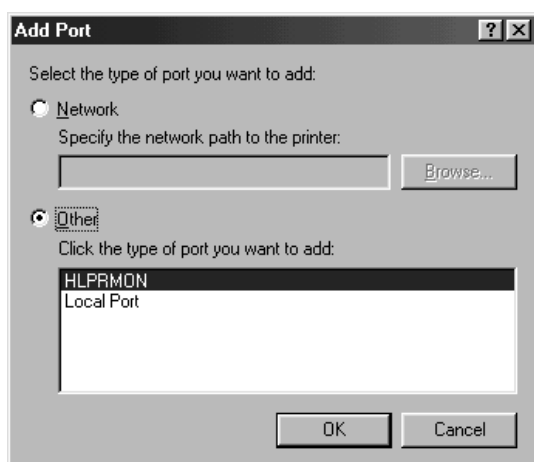


The Add Port dialog box appears. Click the **Other** radio button, and select **HLPRMON** from "Click the type of port you want to add:" and click on the [ OK ] button.

**14**
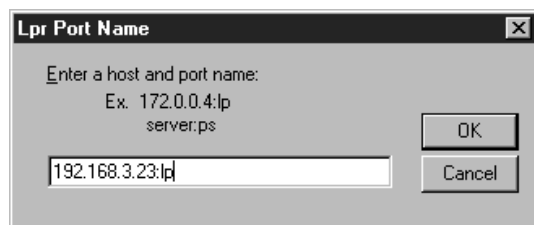


The LPR Port Name dialog box appears.
Type the IP Address of the DP-2500 and "lp"as the queue name separated by a ":"

Example: 192.168.3.23:lp

Click on the [ OK ] button. If an error occurs because the queue name was already used for the same IP Address, select a unique name such as "lpr".

**15**

The screen reverts to DP-2500 Properties.
Check that the "Print to the following port:"was changed as entered, and click on the **Apply** button first and then on the [ OK ] button.

**Printer Section**

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# Installation and Configuration (Windows 95/98/Me)

## Configuring the Printer Driver Settings

To change the printer settings, open the dialog box for the printer properties by the following steps.

**1** Click the **Start** button, place the cursor on **Settings,** and then click **Printers.**

**2** Right-click the printer icon in the printers window, and select **Properties** in the dropdown menu.
The dialog box for the printer properties appears.



---
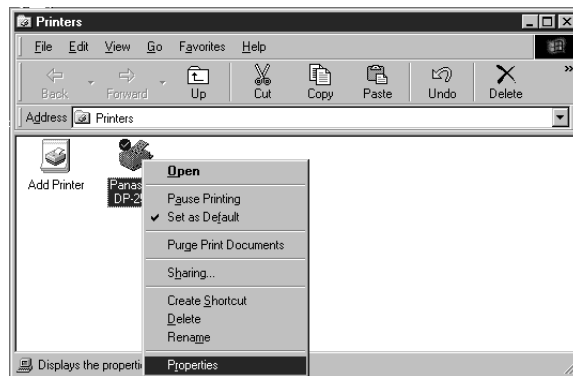
**NOTE**
- Upon printing, changing properties **Paper/Layout, Handling, Quality** and **Device Options** is allowed by clicking **Properties** in the print dialog box of an application.
- Management tab of the color of property dialog box is not used for the DP-2000/2500/3000
- **Sharing** Tab in property dialog box is not displayed unless printer sharing has not been specified.
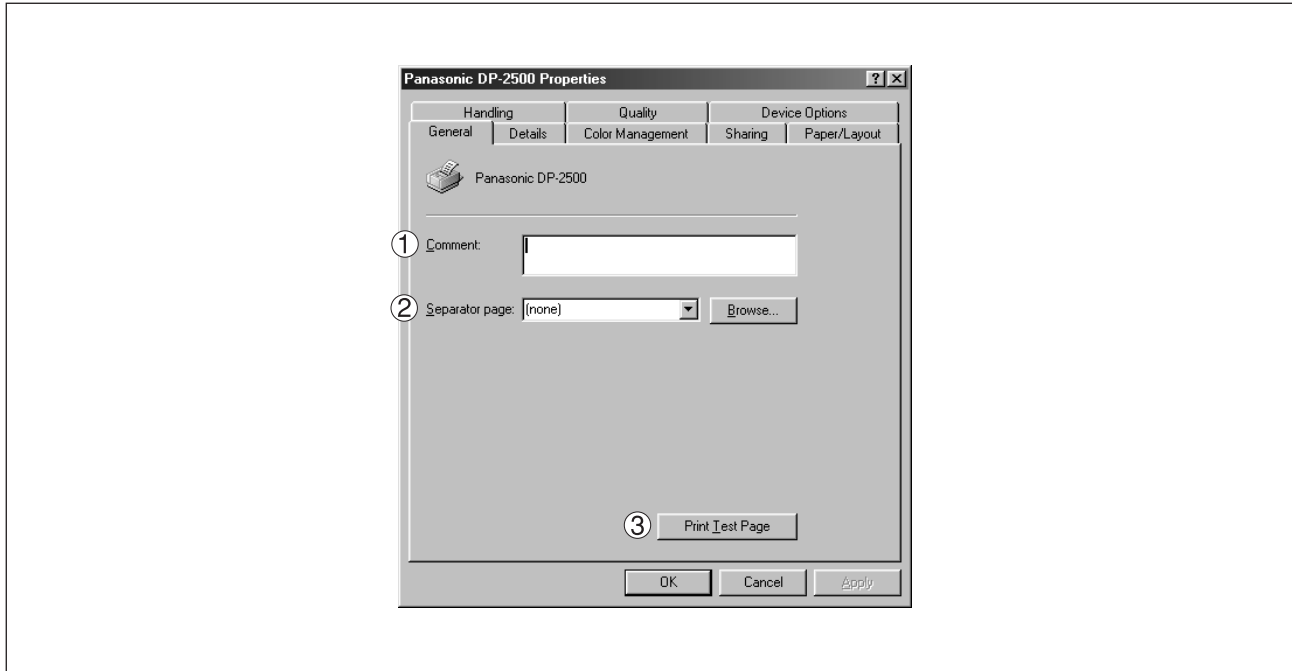
■ **General Tab**



① **Comment**

Enter comments to the properties, if any.

If another user sets up this printer on his or her computer when sharing the printer, the comment specified here will also appear on that computer. However, the comment displayed for an already set-up user will remain unchanged even if the comment is modified later.

② **Separator page**

Inserts a separator page for every document to be printed. This feature is useful when multiple users share the same printer or when printing multiple documents at one time. The user can choose between **Full**, which is adorned with graphics, and **Simple** which consists of only text.

To use a specific separator page, click on   Browse...   and then specify any Windows metafile (.WMF) to be used as the separator page.

③   Print Test Page   **button**

Prints a test page. This allows the user to verify if the printer is installed properly.

# Installation and Configuration (Windows 95/98/Me)

### ■ Details Tab
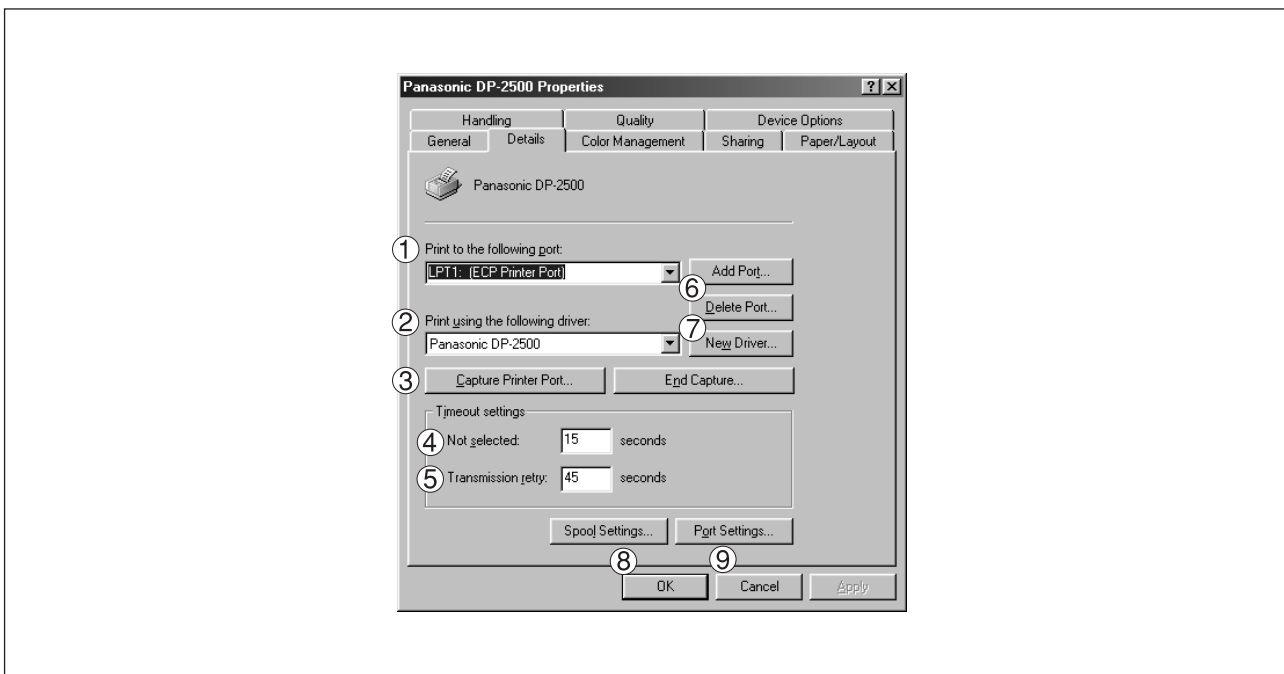


① **Print to the following port**

Displays either the port to which the printer is connected or the path to the network printer.

To change the printing destination, either select the printing destination port from the list or enter the network path here.

② **Print using the following driver**

Displays the type of the printer driver. Specify the printer being used or a printer model which can be emulated with the printer being used.

③ Capture Printer Port... / End Capture... **button**

Assigns a port to the network drive or cancels a port assigned to the network drive.

④ **Timeout settings - Not selected**

Specify the amount of time (in seconds) allowed to elapse before the printer becomes online. If the printer is not online within this duration, an error message will be displayed.

⑤ **Timeout settings - Transmission retry**

Specify the amount of time (in seconds) allowed to elapse before the printer is ready for printing. If the printer is not ready for printing within this duration, an error message will be displayed.

Increase this value if a timeout error occurs when printing a large document.

⑥ Add Port... / Delete Port... **button**

Adds/deletes a new port or a new network path.

⑦ New Driver... **button**

Updates or modifies the printer driver.

⑧ | Spool Settings... | **button**

Specify the method of sending (spool) documents from the program to the printer.

**Spool Data Type**

Select spool data type (EMF format or RAW format).  Specifying RAW format results in longer time before placing an application operational after printing on the application.

Note: Spooling by EMF format (metafile compression) may cause the following problems on some application software.

    1) Printing result is different from the screen display.

    2) Printing requires excessive time.

**Enable bidirectional support**

Be sure to check the check box for "Enable bidirectional support" when installing the status monitor (See page 140 ).  Printing may be disabled without checking it.

⑨ | Port Settings... | **button**

Modifies printer port settings.

# Installation and Configuration (Windows 95/98/Me)

## ■ Sharing Tab
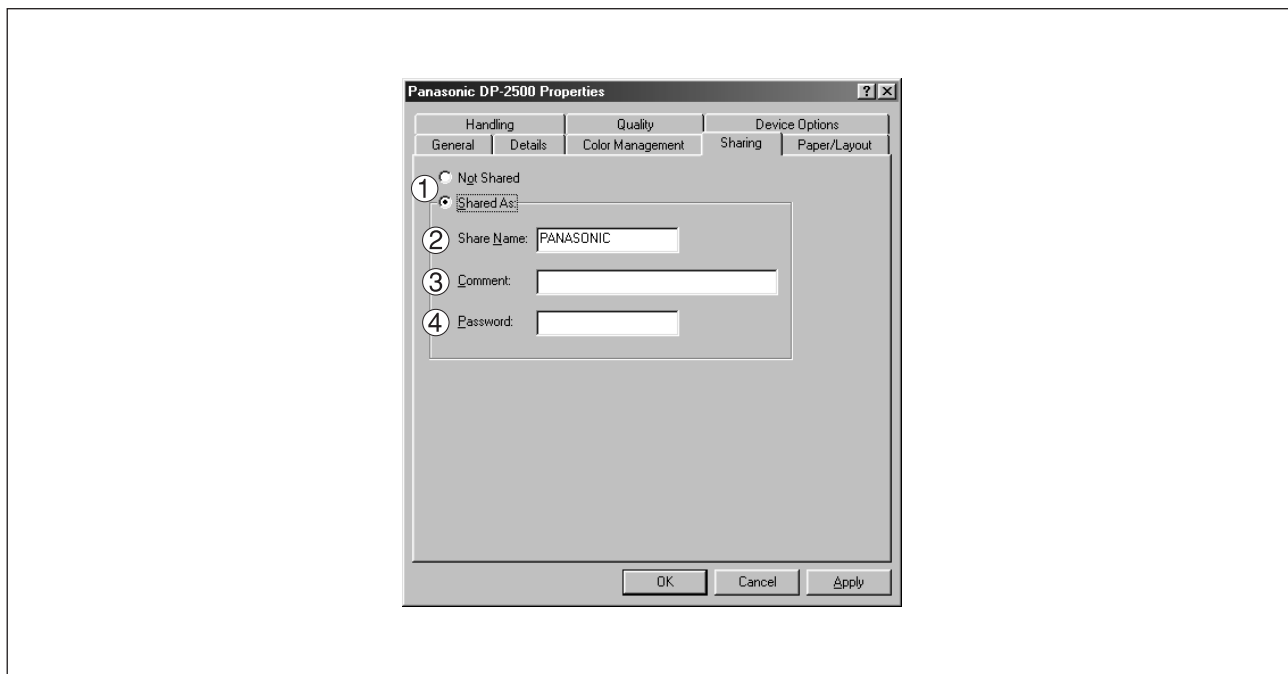


① **Not Shared/Shared As**

Select whether to display or use this printer with other computers.

② **Share Name**

Specify the name of the shared printer. The displayed name can be used as it is or a new name may be entered. The name specified at this time will be displayed when other users view information about the printer on the network.

③ **Comment**

You can enter comment regarding a shared printer (such as the type of printer and the location where it is installed). When other users view information about the printer on the network, the comment specified here will be displayed.

④ **Password**

Specify a password when other users will connect to this printer.
Leave the box blank in order not to use any password.

---

**NOTE** • **Sharing** Tab in property dialog box is not displayed unless sharing of printer has been specified.

# Installation and Configuration (Windows 95/98/Me)

## ■ Paper/Layout Tab
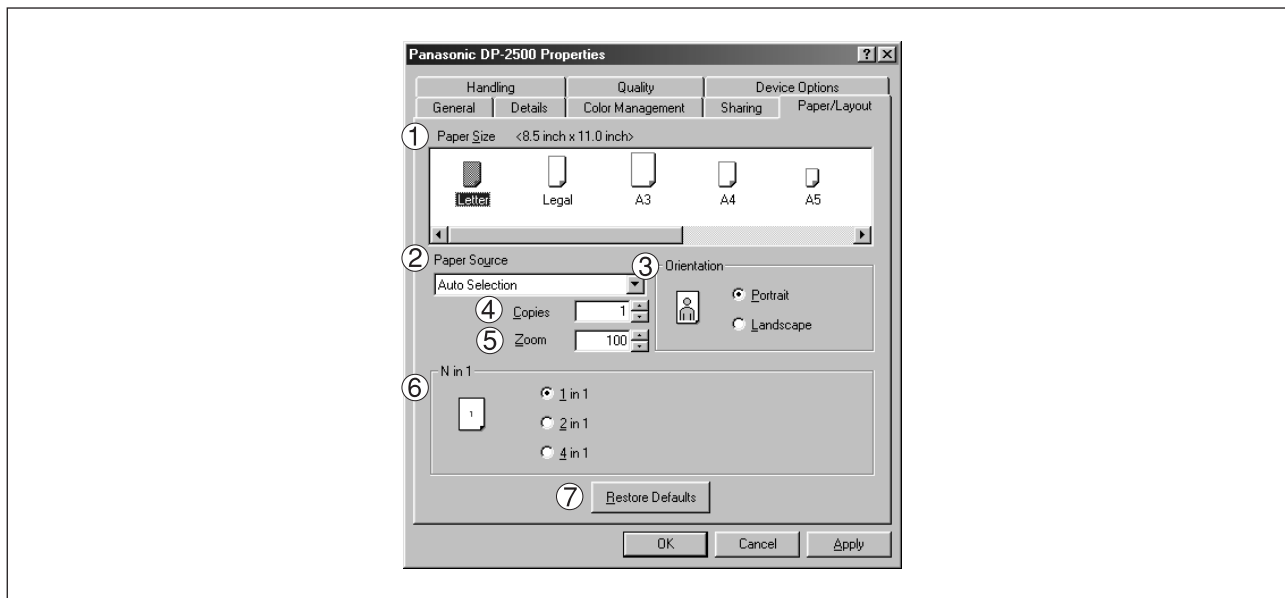


① **Paper Size**

Select a document size.

② **Paper Source**

Specify where the paper you want to use is located in the machine. If you choose **Auto Selection**, the printer driver will automatically select an appropriate tray according to the Paper Size.

③ **Orientation**

Select the print orientation (Portrait/Landscape).

④ **Copies**

Specify the number of copies to be printed. If the number of copies to be printed can be specified within the application, indicate one copy here and specify the number of copies in the Print dialog box of the application.

⑤ **Zoom**

Specify an enlargement or reduction percentage when printing documents. If enlargement/reduction can be set within the application, indicate 100% here and specify the enlargement/reduction percentage in the Print dialog box of the application.

⑥ **N in 1**

For printing two or more pages on one sheet, specify a printing method.
Layout is selected by combining with "Orientation." Each layout is displayed with icon.

    2 in 1: Print 2 pages of manuscripts zoomed out by 65 or 71% on one sheet.
    4 in 1: Print 4 pages of manuscripts zoomed out by 50% on one sheet.

⑦ Restore Defaults **button**

Return all items in **Paper/Layout** Tab to standard settings (default).

**Printer Section**

# Installation and Configuration (Windows 95/98/Me)

## ■ Handling Tab
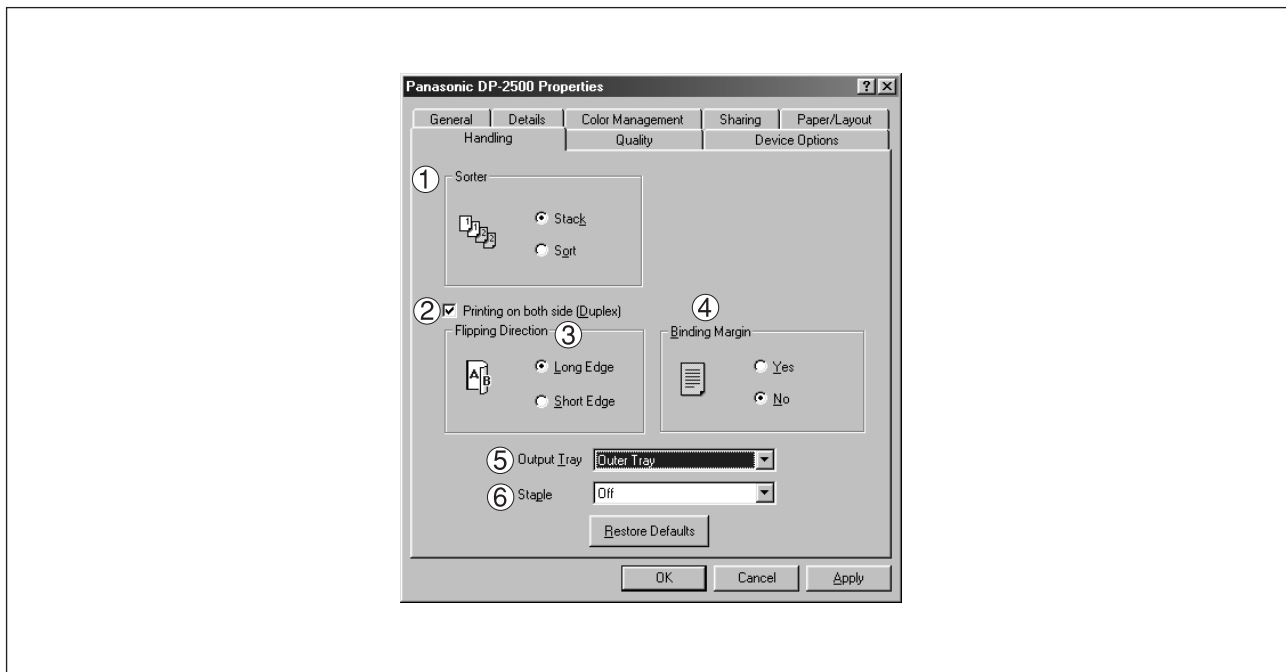


① **Sorter**

Select whether to Stack or Sort when printing multiple copies.

② **Printing on both sides (Duplex)**

Select duplex printing for printing on both sides.
Note 1) Duplex Printing is allowed only when the Dual-Path Exit Guide Unit, Paper Transport Unit and Automatic Duplex Unit (DA-FK200/FK210/MD200) are mounted.
Note 2) Check [Duplex Unit] check box in **Device Options** Tab.

③ **Flipping Direction**

Select binding side (Long Edge/Short Edge) for duplex printing.

④ **Binding Margin**

Select the binding margin upon duplex printing.
The width of the binding margin is specified on the main unit.  (See page 30, copy section)

⑤ **Output Tray**

Specify the output destination.  <Auto Selection, Inner Tray 1, Inner Tray 2>
Note 1) Output Tray selection is allowed only with Dual-Path Exit Guide Unit, Paper Transport Unit,  Exit Tray (Outer) or  1-Bin Finisher (DA-FK200/FK210/XT200/FS200) is installed.
Note 2) Check [Inner Tray], [Finisher / Outer Tray] check boxes in **Device Options** Tab.
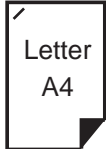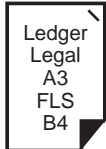
⑥ **Staple**

Specifying staple printing is allowed if the output bin is set to outer.

Note 1) Staple printing is allowed only with Electronic Sorting Board (DA-ES200 : For DP-2000 only) and
1-Bin Finisher (DA-FS200) mounted.

Note 2) Select "Sort" in the sort menu.

Note 3) Paper is stapled at the top left or at the top right.  (See table below.)

| Document orientation | Paper orientation | Stapling position |
|---|---|---|
| Letter A4 | Letter A4 | Top left — Letter A4 |
| | Letter/A4 | Top right — Letter A4 <br> Note)  Stapling on Invoice/B5 sheet is not allowed. |
| Letter/A4 | Letter A4 | Top right — Letter/A4 |
| | Letter/A4 | Top left — Letter/A4 <br> Note)  Stapling on Invoice/B5 sheet is not allowed. |
| Ledger Legal A3 FLS B4 | Ledger/Legal/ A3/FLS/B4 | Top right — Ledger Legal A3 FLS B4 <br> Note)  Stapling on Invoice/B5 sheet is not allowed. |
| Ledger/Legal/ A3/FLS/B4 | | Top left — Ledger/Legal/ A3/FLS/B4 <br> Note)  Stapling on Invoice/B5 sheet is not allowed. |

**Printer Section**

# Installation and Configuration (Windows 95/98/Me)

■ **Quality Tab**



① **Halftone**

Select method of expressing halftone.  Select the setting according to the data to be printed and your preference.

    Normal:  Select the halftoning method to be used. Select it according to the details of data and your preference.

    Line Art: Use when printing originals containing line drawings or text.

② **Resolution**

Select the printer resolution (300dpi/600dpi).

③ **Density**

Adjust the printing density (Contrast and Brightness) as desired.

④  Restore Defaults  **button**

Return all items in the **Quality** Tab to standard settings (default).

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**NOTE** • **dpi** (dot per inch) means the number of dots contained in one inch.  The higher the value is, the higher the resolution becomes.

# Installation and Configuration (Windows 95/98/Me)

■ **Device Options Tab**
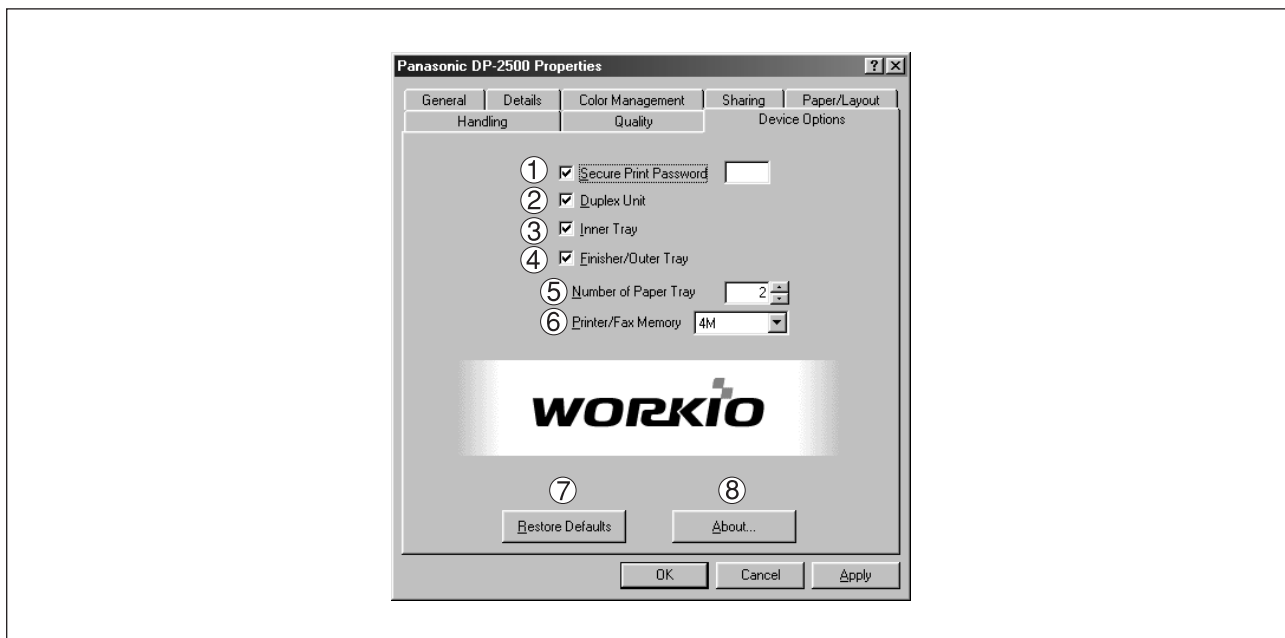


① **Secure Print Password**

Set the password for Secure Print, to enable the feature.

② **Duplex Unit**

Check this checkbox if the Automatic Duplex Unit (DA-MD200) is installed.

③ **Inner Tray**

Check this checkbox if the Exit Tray (Inner) and the Dual-Path Exit Guide Unit (DA-XN200/FK200) are installed.
Specifying inner bins, Inner 1 and Inner 2, is allowed for printing on the printer.

④ **Finisher/Outer Tray**

Check this checkbox if the 1-Bin Finisher (DA-FS200) or Outer Tray (DA-XT200) is installed.
Setting of Finisher/Outer Tray option is allowed when the Inner Tray option is enabled. The staple function also is selectable when the Finisher/Outer Tray option is enabled.

⑤ **Number of Paper Tray**

Select the number of available paper trays for the printer if an optional Paper Feed Module is installed.

⑥ **Printer/Fax Memory**

Select the size of the Expansion Flash Memory Card or whether a Fax Option (2MB) has been installed, to enable Secure Print.

⑦ Restore Defaults **button**

Return all items in the **Device Options** Tab to standard settings (default).

⑧ About... **button**

Displays the version information about the printer driver.

---

**NOTE**    • **Device Options** Tab is specified in the printer properties.

## Installation and Configuration (Windows 95/98/Me)

## Setting Print Conditions: Setting on the Device

<For DP-2500/3000>

Function Settings

Reset Key

Touch-panel display

```
FUNCTION MODE
SELECT A FUNCTION

PRINTER SETTINGS
```

① Press the **PRINTER** key.
② Press the **FUNCTION** key.
③ Press the **PRINTER SETTINGS** key.
④ Select the **00 PRINTER OUTPUT TRAY**.
⑤ Select the desired Output Tray.
⑥ After setting, press the **OK** key on the screen.
⑦ Press the **RESET** key.

<For DP-2000>

Function Settings

Reset Key

```
PRINTER OUTPUT TRAY
1:INNER 1
```

① Press the **PRINTER** key.
② Press the **FUNCTION** key.
③ Press **2** and the **SET** key.
④ Select the desired Output Tray.
⑤ After setting, press the **SET** key.

| Setting mode | Settings | Preset value number |
|---|---|---|
| 00 PRINTER OUTPUT TRAY | Set the printer paper priority accommodation position.<br>Outer/Inner 2/Inner 1 | Inner 1 |

# Installation and Configuration (Windows NT 4.0)

## Installing the LPR (Line Printer Remote) Monitor

**1**

Click on the **Start** button, point to **Settings,** and click **Control Panel**.

The Control Panel window appears.
Double-click on the Network applet.
The Network dialog box appears.

**2**
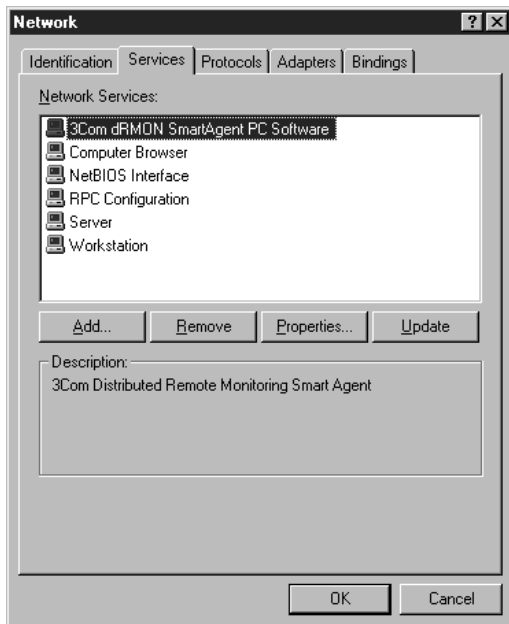
Click on the **Services** tab.
Verify whether the LPR Service is already installed. (Indicated by Microsoft TCP/IP Printing shown in the Network Services: list.)
If it is installed, skip to Installing the Printer Driver on Windows NT 4.0 otherwise continue installing the LPR Service.

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## Installation and Configuration (Windows NT 4.0)

**3**
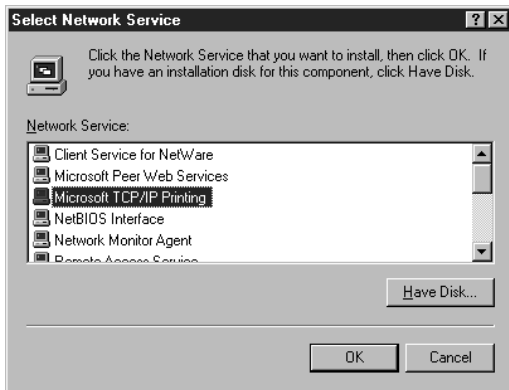


Click on the [ Add... ] button to display the **Select Network Service** dialog box, then select **Microsoft TCP/IP Printing**.
Click on the [ OK ] button .

**4**
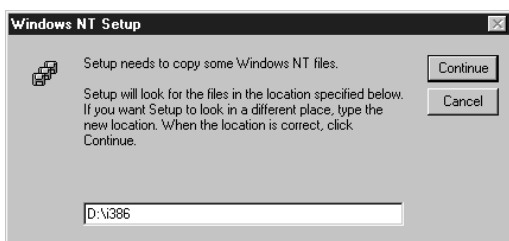


**Windows NT Setup** dialog box appears.
Insert the Windows NT 4.0 CD-ROM , and type **D:\i386** (where "D:" is your CD-ROM drive). Click on the [ Continue ] button.

**5**
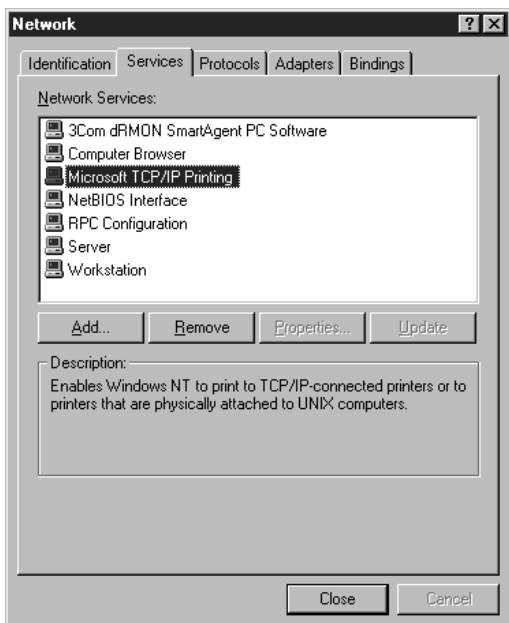


After the files are copied into your Hard Drive, the display returns to the Network dialog box. Confirm that the Microsoft TCP/IP Printing service was added to Network Services: list.
Click on the [ Close ] button.

NOTE: Delete and Reinstall the Microsoft TCP/IP Printing if an error occurs, and the Microsoft TCP/IP Printing is displayed in the Network Services list, but, the OK button does not change into a Close button.

**6**
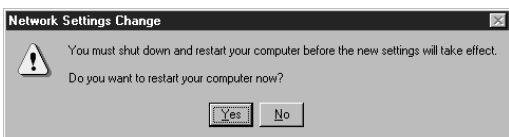


**Network Settings Change** dialog box is displayed, click on the [ Yes ] button to confirm whether to restart your computer now.
You have now completed the LPR Service installation. The next step is to install the Printer Driver on Windows NT 4.0.

# Installation and Configuration (Windows NT 4.0)

## Installing the Printer Driver

Log in using an account with the authority to change system settings (e.g. Administrator).

Printer Section

**1**

Open the **Printers** folder.
① Click the **Start** button.
② Place the cursor on **Settings** and click **Printers.**

**2**
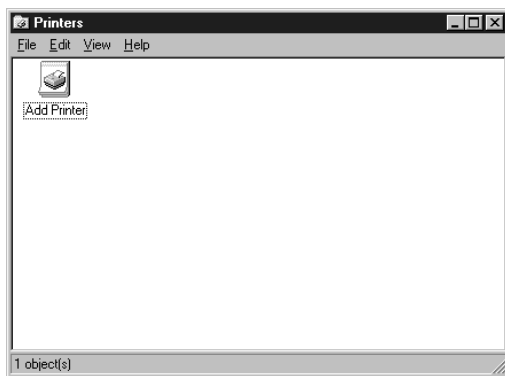


Double-click the **Add Printer** icon.

**3**
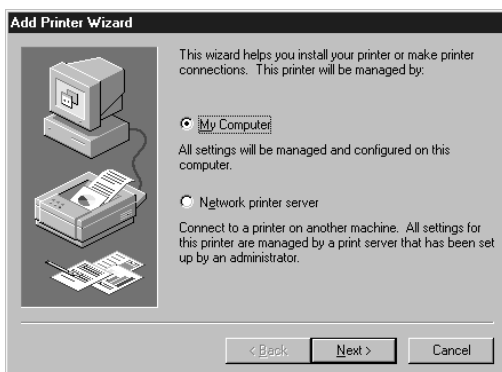


Select My Computer and then click the ⬚ Next ⬚ button.

• Network printer server is specified when a printer on the network server is installed. (See page 76) Refer to Windows NT 4.0 user's manual for details.

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# Installation and Configuration (Windows NT 4.0)

**4**



The Available Ports: list appears.

- For local printer, click the [ Next ] button and proceed to step 8.
- For network printer, click the [ Add Port... ] button.

**5**
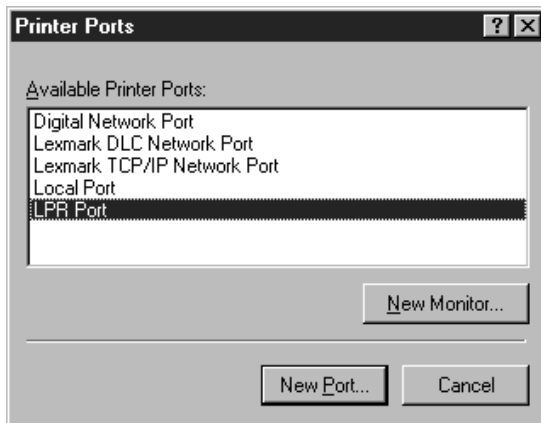


**Printer Ports** dialog box appears.
Select **LPR Port** and click the [ New Port ] button.

**6**
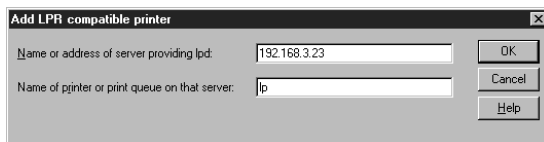


**Add LPR compatible printer** dialog box appears.

Enter the IP Address of the Printer in the upper field, and "lp" for the print queue name in the lower field.

Click the [ OK ] button.

(Please wait while the wizard verifies the IP Address and connectivity to the Network)

The **Printer Ports** dialog box is displayed again.
Click the **Close** button.

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**7**
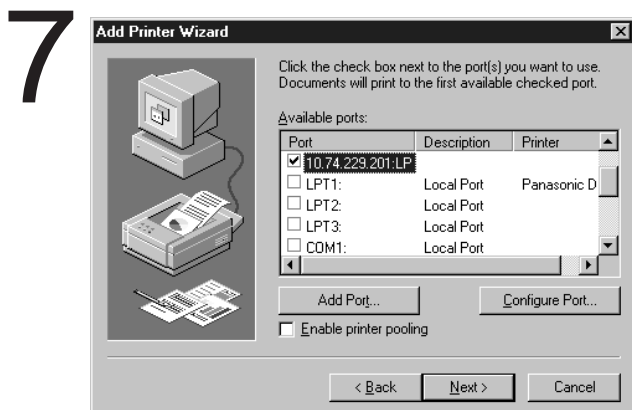
Select the printer port and click the [ Next ] button.
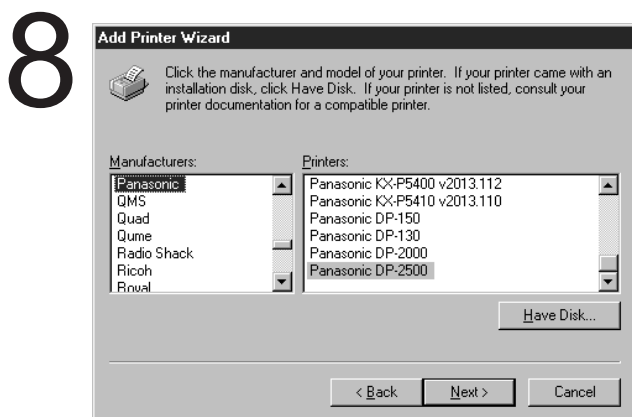
**8**

① Insert the CD-ROM containing the printer driver.
② Click the [ Have Disk... ] button.

**9**

① Specify drive name and type
   **D:\English\Driver\WinNT4**.
   (Where "D" is your CD-ROM drive.)
② Click the [ OK ] button.
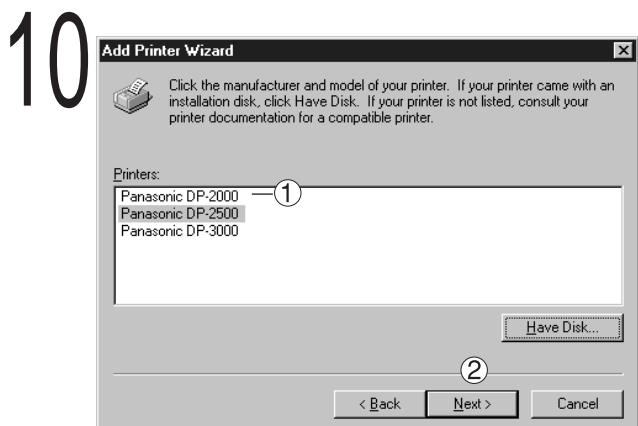
**10**

① Select the device (Panasonic DP-2000,
   Panasonic DP-2500 or Panasonic DP-3000).
② Click the [ Next ] button.

Printer Section

# Installation and Configuration (Windows NT 4.0)

**11**
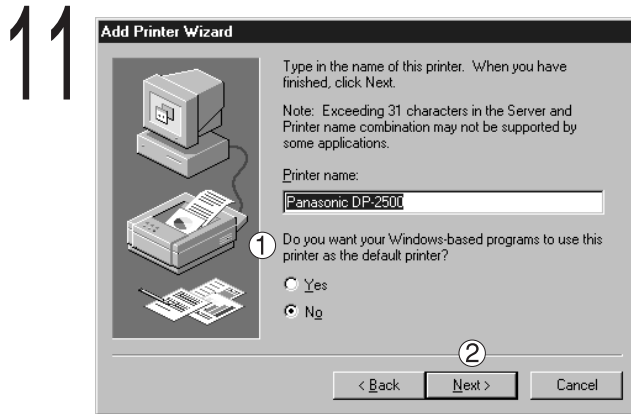


① In response to **Do you want your Windows-based programs to use this printer as the default printer?,** select **Yes** or **No.**
② Click the [ Next ] button.

**12**
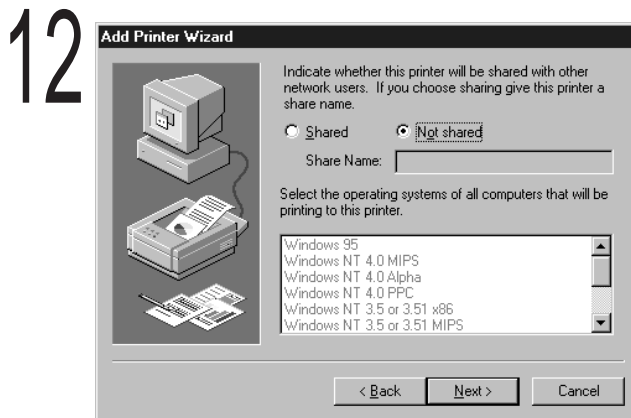


Select **Not Shared** and click the [ Next ] button.

• Select **Shared** only when installing on a network server.
  See the Windows NT 4.0 user's manual for details.

**13**
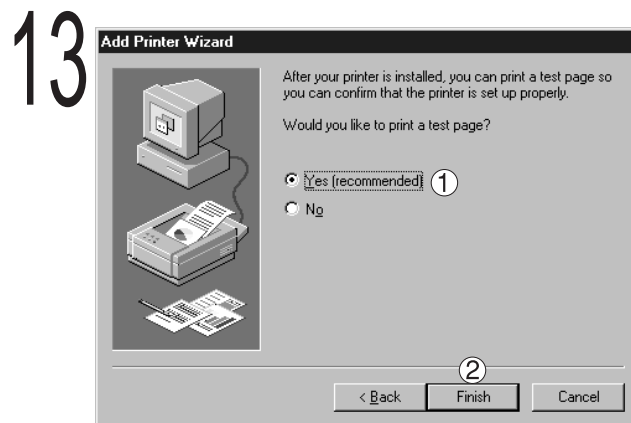


① Select **Yes [recommended]** and click the [ Finish ] button.
  • Test printing starts.
  • Default (initial setting) for paper size is Letter ▯.
  See page 44 for changing default paper size.
② Select **No** when skipping test printing, and click the [ Finish ] button.
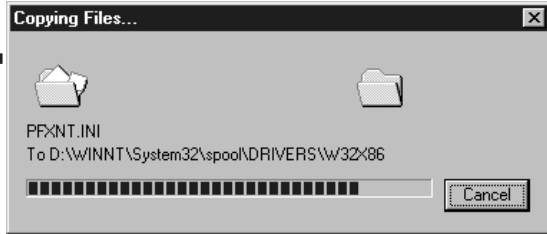
**14**

**Copying Files...**

PFXNT.INI
To D:\WINNT\System32\spool\DRIVERS\W32X86

Cancel

The required files are copied.

**Printers**

File  Edit  View  Help

Add Printer    Panasonic
               DP-2500

1 object(s) selected

The **Printers** Icon is now displayed in the **Printers** folder.

**Printer Section**
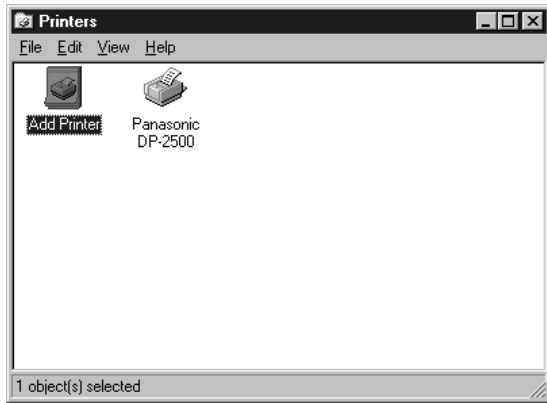
**NOTE**
- Be sure to delete the drivers of earlier versions before updating a driver.
- Restart Windows after updating drivers.

## Installation and Configuration (Windows NT 4.0)

### Configuring the Printer Driver Settings (Administrator)

To change the printer settings, open the dialog box for the printer properties by the following steps.

1    Log in using an account with the authority to change system settings (e.g. Administrator).

2    Click the **Start** button, place the cursor on **Settings,** and then click **Printers.**

3    Right-click the printer icon in the printers window, and select **Properties** in the dropdown menu.
The dialog box for the printer properties appears.



---
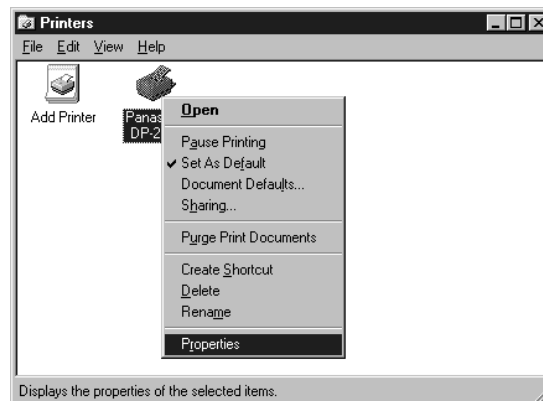
NOTE    • In Windows NT4.0, setting the properties depends on the log-in account.  This section
describes properties to be specified by an administrator (system manager).
See "Configuring the Printer Driver Settings (User)" for details of user properties.
(See page 43 )
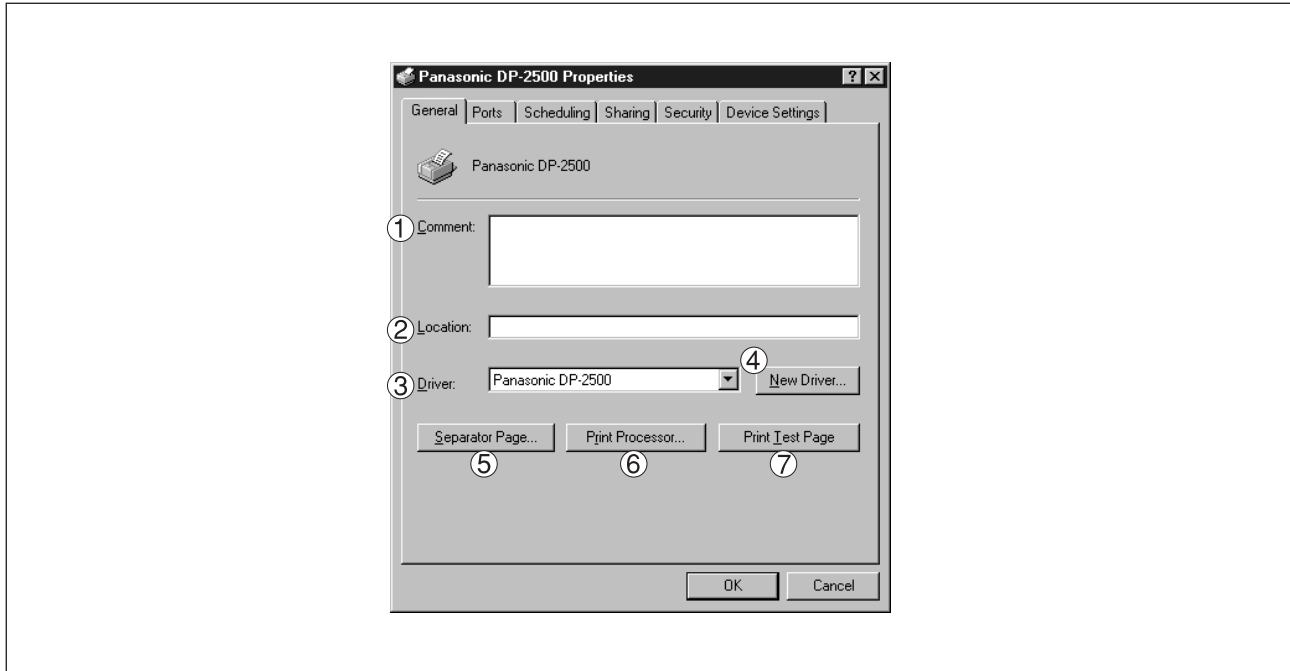
**Printer Section**

## ■ General Tab



① **Comment**

Enter comments to the properties, if any.

If another user sets up this printer on his or her computer when sharing the printer, the comment specified here will also appear on that computer. However, the comment displayed for a user already set-up will remain unchanged even if the comment is modified later.

② **Location**

Specify the printer location.

③ **Driver**

Displays the printer driver type. Specify the printer being used or a printer model that can be emulated with the printer being used.

④ New Driver... **button**

Either updates or modifies the printer driver.

⑤ Separator Page... **button**

Inserts a separator page for every document to be printed. This feature is useful when multiple users share the same printer or when printing multiple documents at one time.

Enter the separator page file name in the Separator Page dialog box or Click on Browse... to specify the file (.sep) to be used as the separator page.

## Installation and Configuration (Windows NT 4.0)

⑥ | Print Processor... | **button**

Specify the processor to be used for printing (Print Processor) and the data type (Default Data type).
The processor and data type affect the manner in which the printer functions in Windows NT. Normally they do not need to be modified. However, modification might be necessary when the printer is used with a special application.

⑦ | Print Test Page | **button**

Prints a test page. This allows you to verify if the printer is installed properly.

■ **Ports Tab**
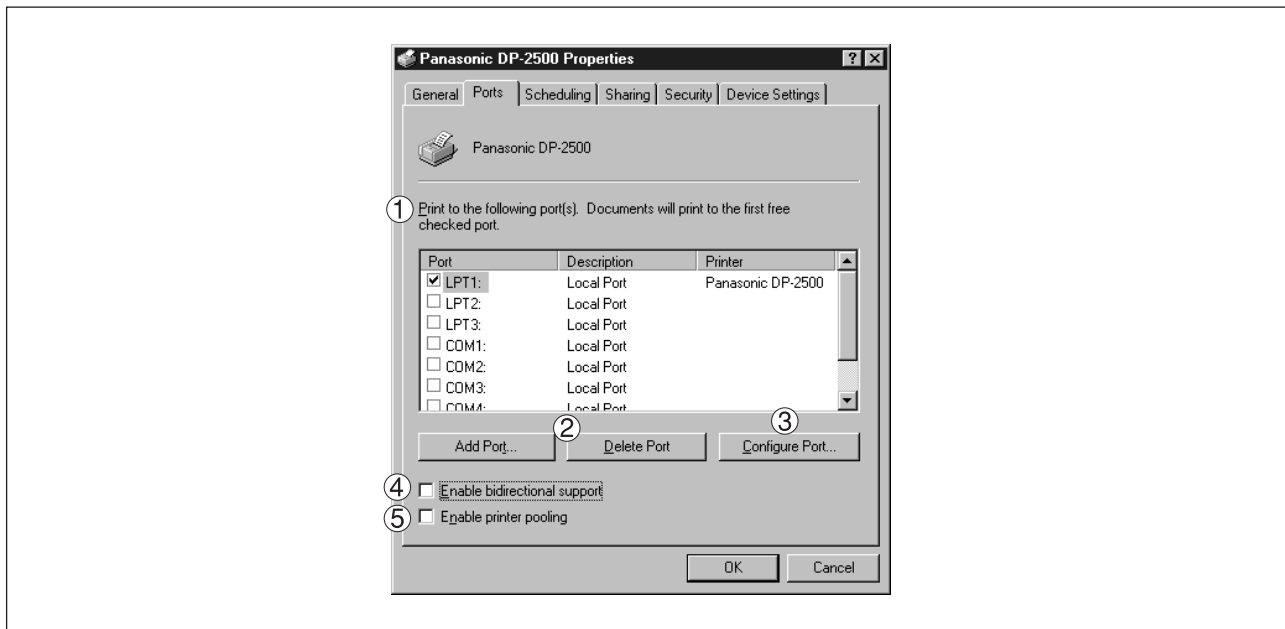


① **Print to the following port(s)**

Displays a list of available ports for printing (Port), their status (Description) and printers that are connected to these ports (Printer).

② [    Add Port...    ] **/** [    Delete Port...    ] **button**

Adds/deletes a new port or a new network port.

③ [    Configure Port...    ] **button**

Configures the selected port. In case of a parallel port, Transmission Retry should be specified.

④ **Enable bidirectional support**

On a printer, this setting enables reception of configuration data and status data from computer.  Be sure to check this checkbox when installing status monitor (See page 140 ).  Printing may be disabled without checking on the checkbox.

⑤ **Enable printer pooling**

Printer spool allows outputting data from one logical printer to two or more printers.  With printer spool enabled, a transmitted printing job is output to the first printer that allows printing.

| NOTE | • Specify time (seconds) waiting for the printer to be ready for printing.  If a printer is not ready for printing after the specified time has elapsed, an error message is displayed.
• If a timeout error occurs frequently upon printing a large size document, specify a larger value here. |

**Printer Section**

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# Installation and Configuration (Windows NT 4.0)

### ■ Scheduling Tab
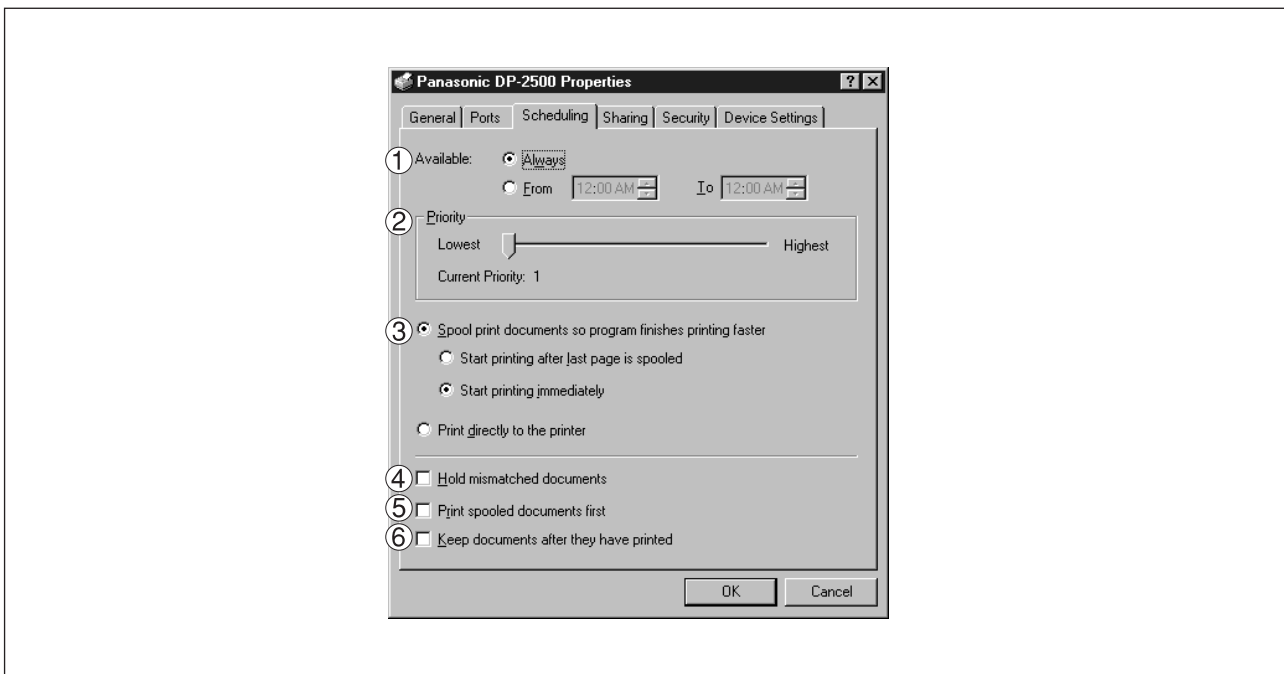


① **Available**

Schedules the printer for operation. Specify operating hours when **From-To** is selected.

② **Priority**

Sets printing priority. The slider allows the priority to be adjusted from 1 through 99.

③ **Spool print documents... / Print directly to the printer**

Specify how documents should be sent from the application to the printer.

④ **Hold mismatched documents**

The spooler compares document settings against printer settings and holds printing of a document if its settings (Paper Size, Orientation, and so on) do not match the printer settings.

⑤ **Print spooled documents first**

Always prints spooled documents first regardless of printing priority.

⑥ **Keep documents after they have printed**

Holds documents in the print queue even after they have been printed. These documents can be printed again directly from the queue regardless of the state the application is in.

# Installation and Configuration (Windows NT 4.0)

**Printer Section**

■ **Sharing Tab**
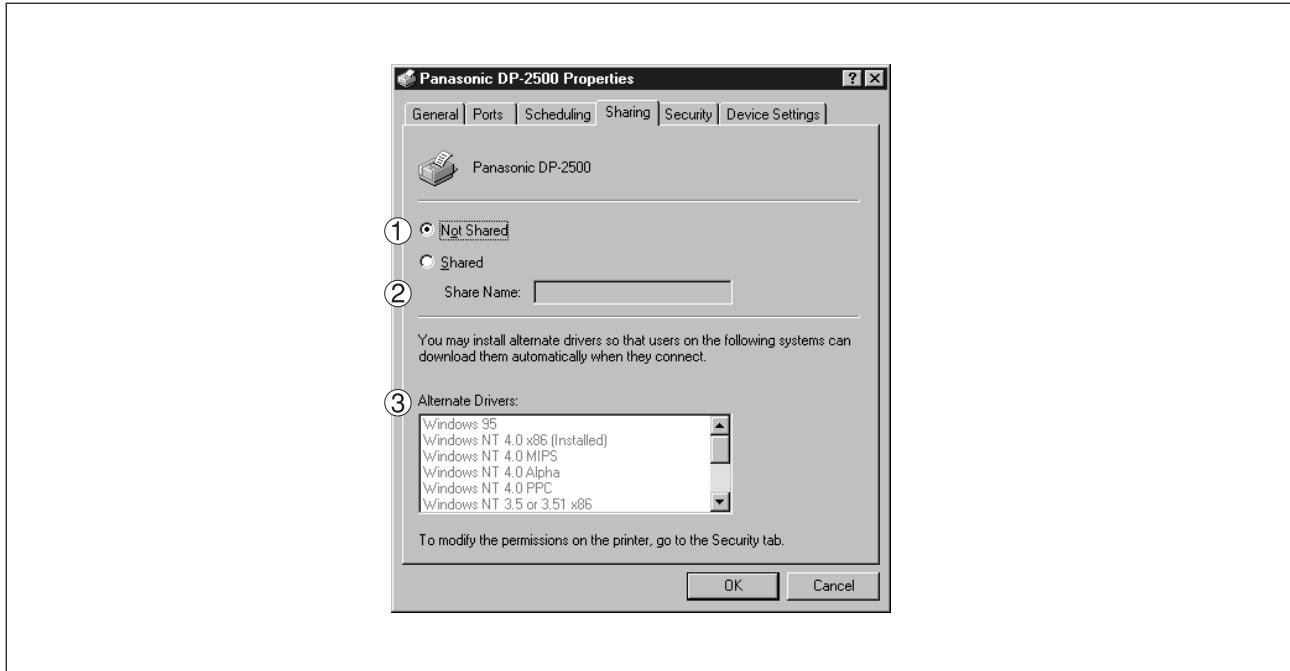


① **Not Shared/Shared**

Select whether to display or use this printer on or with other computers.

② **Share Name**

Specify the name of the shared printer. The displayed name can be used as it is or a new name may be entered. The name specified here will be displayed when other users on the network view information about the printer.

③ **Alternate Drivers**

Specify the operating systems of other computers that might share this printer.

**NOTE**

• When sharing a printer on the network, the print driver is installed on one print server, other computers will automatically copy and use that driver.
For this reason, the print server must be ready with printer drivers for all the operating systems of all computers that will be sharing the printer.

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# Installation and Configuration (Windows NT 4.0)

## ■ Security Tab
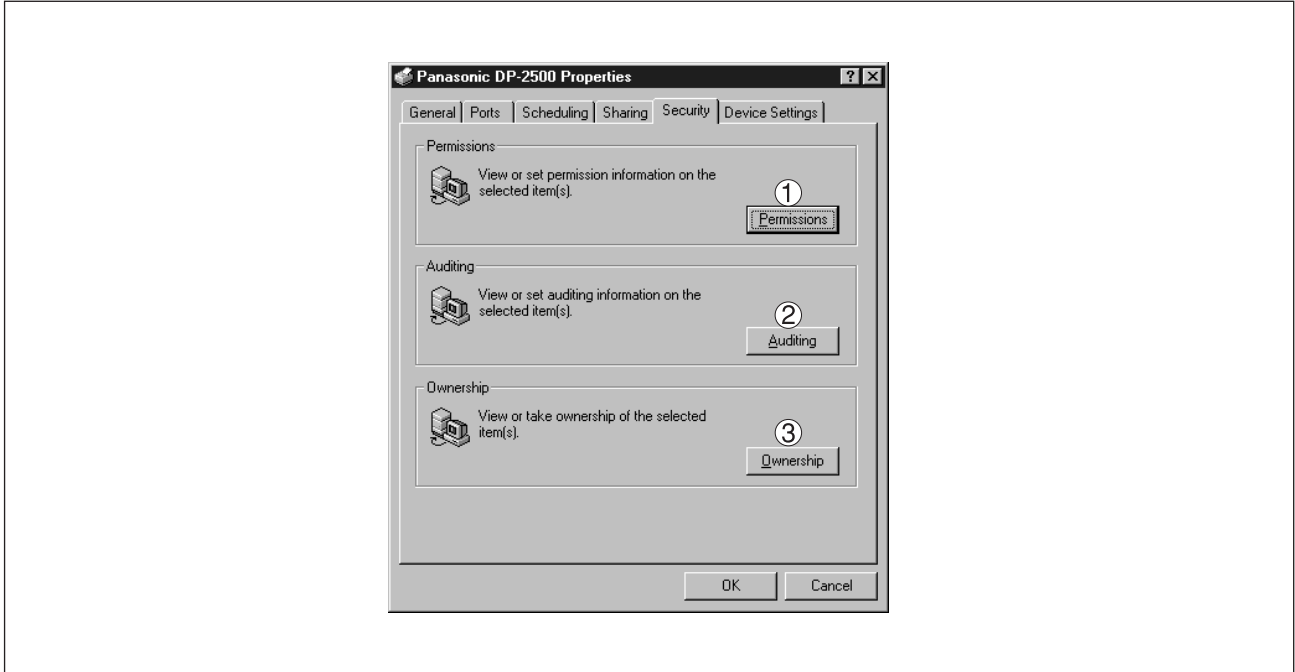


① Permissions **button**

Set printer access privileges.

② Auditing **button**

Displays the persons who used this printer and how they used.

③ Ownership **button**

Set the ownership of the printer.

**NOTE**
• In order to utilize these features, you need to have selected Audit... from User Manager's Policies and have enabled File and Object Access in the Audit Policy dialog box.

■ **Device Settings Tab**



### ① **Halftone Setup**

| Halftone Setup... | **button**

Select the halftoning method to be used (halftones specific to the printer).

Select it according to the details of data and your preference.
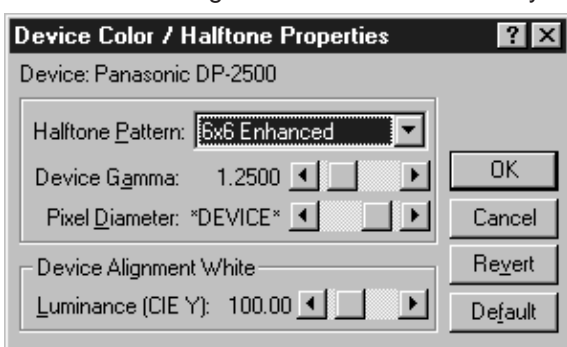


• **Halftone Pattern**

Select the pixel size to be used for halftones.

The greater the value, the coarser the image would become. However, a larger value is suited to printing in large areas.

The Enhanced pattern allows printing at a higher resolution using the same number of pixels. However, the pattern might generate unnatural lines, patterns, moire effects, and so on depending on the image to be printed.

---

**NOTE**

• **Device Settings** Tab specifies device-specific settings and settings of optional devices. Refer to the operation manuals of the optional devices, or on-line manuals for settings items.

• Settings specified in this section are saved as standard (default) settings of the printer.

**Printer Section**

# Installation and Configuration (Windows NT 4.0)

- **Device Gamma**
  Adjust the gamma of print images (color intensities).

- **Pixel Diameter**
  Adjust the darkness of the print image. Manipulate the slider to specify the pixel size. You can select between specifying the real size in inches or specifying in percentage relative to the printer resolution.

- **Luminance (CIE Y)**
  Adjust the luminosity of the print image.

② **Duplex Unit**
Check this checkbox if Automatic Duplex Unit (DA-MD200) is installed.  Duplex printing function is enabled.

③ **Output Tray**
If Exit Tray (Inner) and Dual-Path Exit Guide Unit (DA-XN200/FK200) are installed, select inner option. This allows specifying Inner 1 and Inner 2 as output bins for printer output.

If 1-Bin Finisher or  Exit Tray (Outer) (DA-FS200/XT200) is installed, select inner option + outer option. This allows specifying inner 1, inner 2, and outer as output bins for printer output.  Also, stapling function becomes available if inner option and outer option are enabled.

④ **Number of Paper Tray**
Select the number of available paper tray for printer if an optional Paper Feed Module is installed.

⑤ **Printer/Fax Memory**
Select the size of the Expansion Flash Memory Card to enable the Secure Print.

⑥ **Secure Print Password**
Set the password for Secure Print.

## Configuring the Printer Driver Settings (User)

To change the printer settings, open the dialog box for the printer properties by the following steps.

1 Select **Print** in the **File** menu of the application.

2 Click the Properties... button in the **Print** dialog box. The dialog box for the printer properties appears. Click the top tabs of the dialog box and specify the properties.

**NOTE** • In Windows NT4.0, setting properties depends on the log-in account. This section describes properties to be specified by a user, upon executing a print operation on an application. See "Configuring the Printer Driver Settings (Administrator)" for details of administrator properties. (See page 34)

# Installation and Configuration (Windows NT 4.0)

## ■ Page Setup Tab
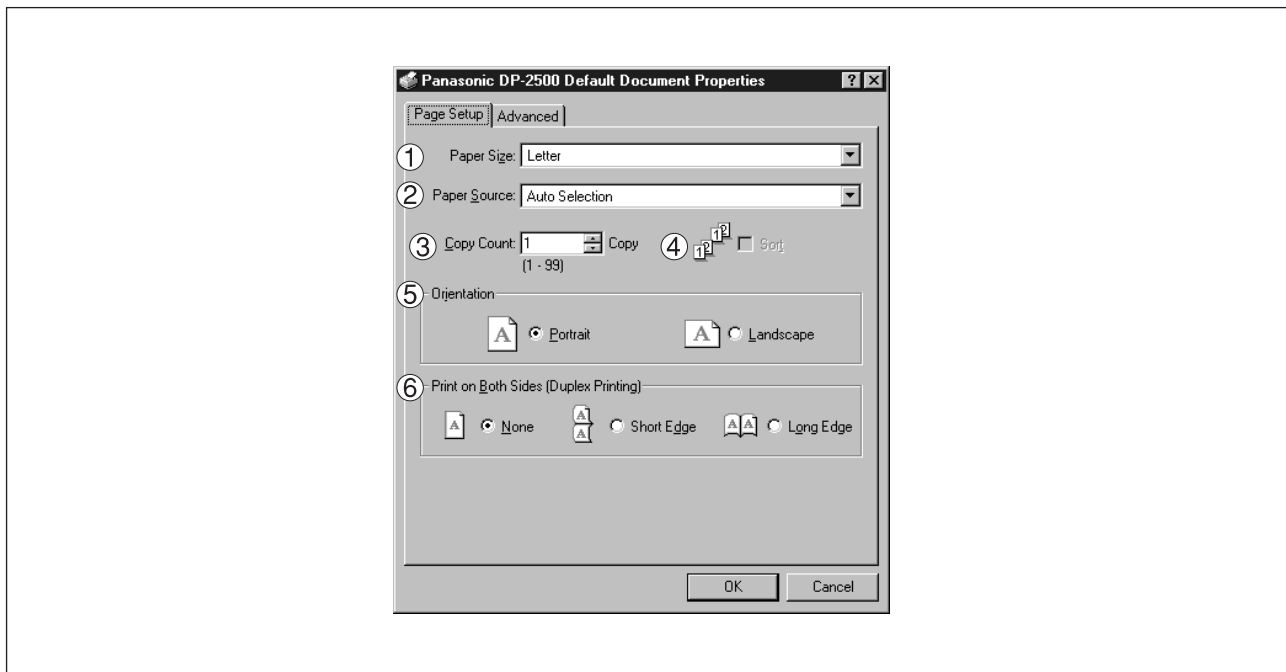


### ① Paper Size
Select the size of the document.

### ② Paper Source
Specify where the paper you want to use is located in the machine. If you choose **Auto Selection**, the printer driver will automatically select an appropriate tray according to the Paper Size.

### ③ Copy Count
Specify the number of copies to be printed. If the number of copies to be printed can be specified within the application, indicate one copy here and specify the number of copies in the Print dialog box of the application.

### ④ Sort
Select whether to Stack or Sort when printing multiple copies.

### ⑤ Orientation
Select the print orientation (Portrait/Landscape).

### ⑥ Print on Both Sides (Duplex Printing)
Specify if duplex printing is performed. Select the binding side (None/Short Edge/Long Edge) for duplex printing.

Note 1) Duplex Printing on post card is not allowed.
Note 2) Duplex Printing is allowed only when the Dual-Path Exit Guide Unit, Paper Transport Unit and
　　　　　Automatic Duplex Unit (DA-FK200/FK210/MD200) are mounted.
Note 3) Check the [Duplex Unit] check box in **Device Settings** Tab.

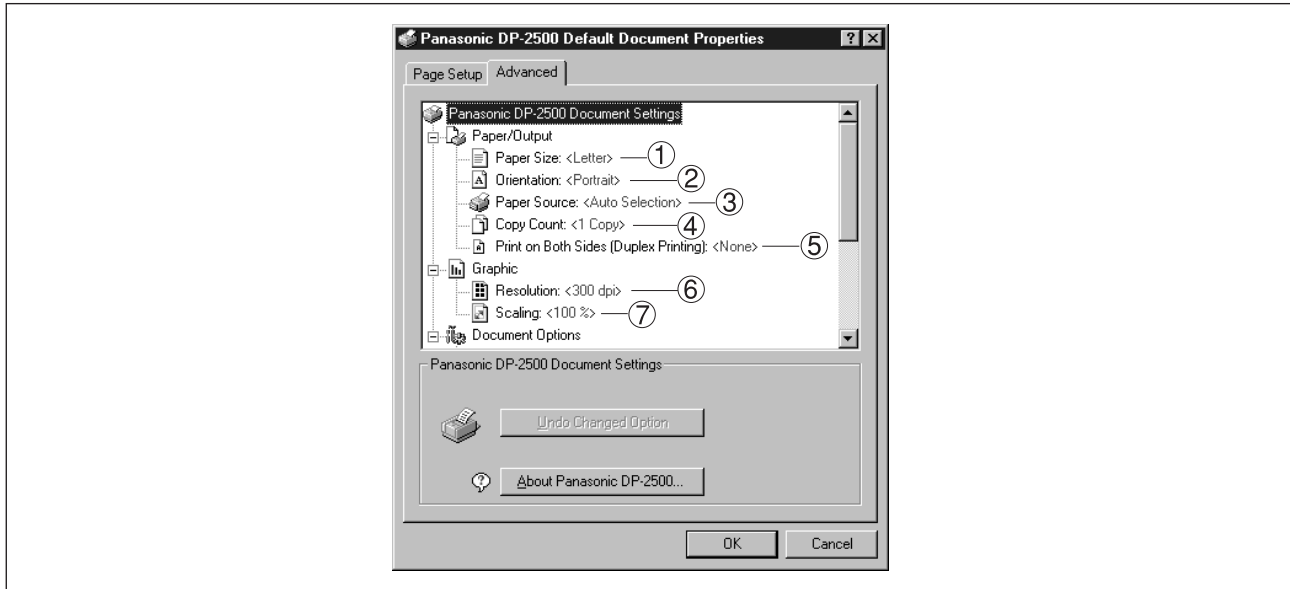# Installation and Configuration (Windows NT 4.0)

## ■ Advanced Tab



① **Paper Size**

Select the size of the document.

② **Orientation**

Select the print orientation (Portrait/Landscape).

③ **Paper Source**

Specify where the paper you want to use is located in the machine. If you choose **Auto Selection**, the printer driver will automatically select an appropriate tray according to the Paper Size.

④ **Copy Count**

Specify the number of copies to be printed. If the number of copies to be printed can be specified within the application, indicate one copy here and specify the number of copies in the Print dialog box of the application.

⑤ **Print on Both Sides (Duplex Printing)**

Specify if duplex printing is performed.

⑥ **Resolution**

Select the printer resolution (300dpi/600dpi).

⑦ **Scaling**

Specify custom zoom when printing a document by zooming in/out at a desired rate. If the zooming rate is specifiable in an application, specify "100%" (same size) here. Specify a zooming rate in the print dialog box of the application.

**NOTE** • Settings specified in this section are valid until an application is shut down.

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# Installation and Configuration (Windows NT 4.0)

## ■ Advanced Tab
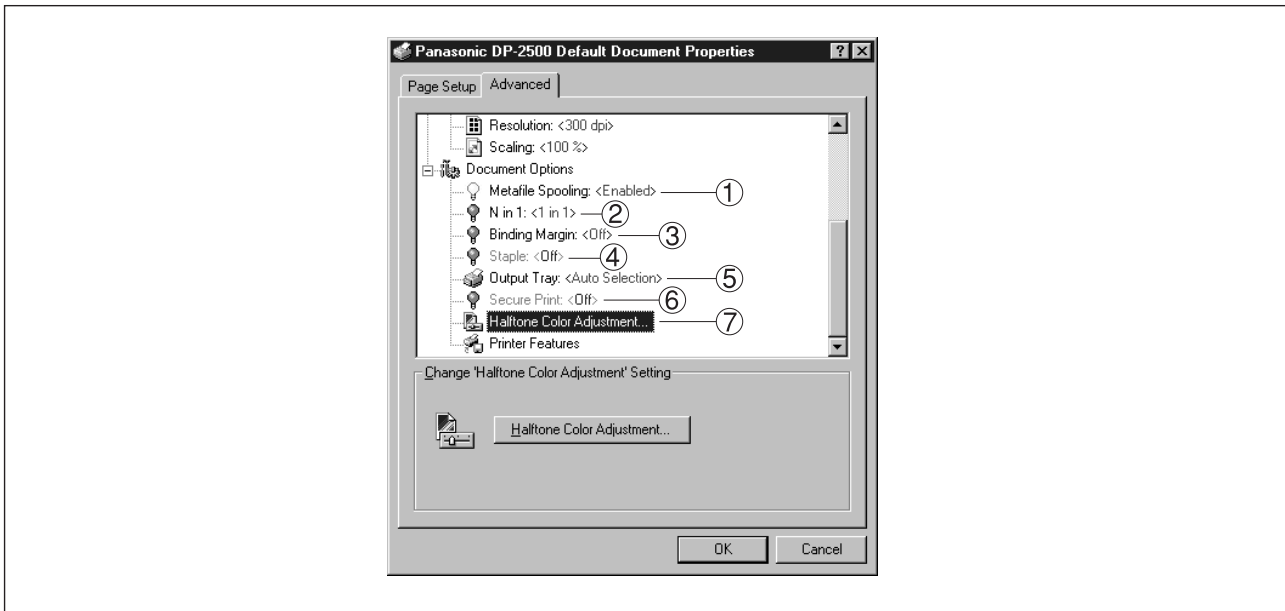


### ① Metafile Spooling

With Metafile Spooling enabled, the file is spooled in EMF format (metafile compression).  With the function disabled, the file is spooled in RAW (non-compression) format.  Specifying RAW format results in longer time before placing an application operational after printing on the application.

Note: Spooling by EMF format may cause the following problems on some application software.

    1) Printing result is different from the screen display.

    2) Printing requires excessive time.

### ② N in 1

For printing two or more pages on one sheet, specify a printing method.

Layout is selected by combining with "Orientation."  Each layout is displayed with an icon.

2 in 1: Print 2 pages of documents zoomed out by 65 or 71% on one sheet.

4 in 1: Print 4 pages of documents zoomed out by 50% on one sheet.

### ③ Binding Margin

Select the binding margin for duplex printing.

The width of the binding margin is specified on the main unit.  (See page 30, copy section)

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④ **Staple**

Specifying staple printing is allowed if the output bin is set to outer.

Note 1) Staple printing is allowed only with Electronic Sorting Board (DA-ES200 : For DP-2000 only) and 1-Bin Finisher (DA-FS200) mounted.

Note 2) Paper is stapled at the top left or at the top right. (See table below.)

| Document orientation | Paper orientation | Stapling position |
|---|---|---|
| Letter A4 | Letter A4 | Top left — Letter A4 |
| | Letter/A4 | Top right — Letter A4 — Note) Stapling on Invoice/B5 sheet is not allowed. |
| Letter/A4 | Letter A4 | Top right — Letter/A4 |
| | Letter/A4 | Top left — Letter/A4 — Note) Stapling on Invoice/B5 sheet is not allowed. |
| Ledger Legal A3 FLS B4 | Ledger/Legal/ A3/FLS/B4 | Top right — Ledger Legal A3 FLS B4 — Note) Stapling on Invoice/B5 sheet is not allowed. |
| Ledger/Legal/ A3/FLS/B4 | | Top left — Ledger/Legal/ A3/FLS/B4 — Note) Stapling on Invoice/B5 sheet is not allowed. |

⑤ **Output Tray**

Specify the output destination.

Note 1) Output Tray selection is allowed only when the Dual-Path Exit Guide Unit, Paper Transport Unit, Exit Tray (Outer) or 1-Bin Finisher (DA-FK200/FK210/XT200/FS200) is installed.

Note 2) Post cards cannot be output from the outer tray.

⑥ **Secure Print**

Select to enable Security Print.

⑦ **Halftone Color Adjustment**
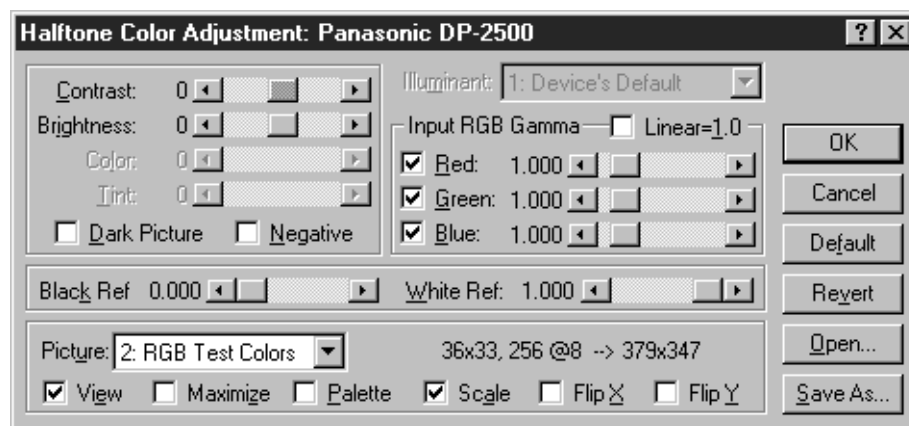


• **Contrast**

Adjust the contrast of print images.

• **Brightness**

Adjust the brightness of print images.

• **Dark Picture**

Select this option in order to print dark images brighter.

• **Negative**

Select this option in order to print images with black and white reversed.

• **Input RGB Gamma**

Adjust the gamma of print images (color intensities). Red, Green and Blue can also be adjusted individually.

• **Black Ref/White Ref**

Adjust the difference between the darkest and lightest colors of an image. Increasing the Black Ref value or decreasing the White Ref value will intensify the contrast of the image but reduces the range of colors in between.

• **Picture**

Select a test pattern type.

Selecting the View check box will display halftone adjustment results in the test pattern.

---

| NOTE | • Settings specified in this section are valid until an application is shut down. |
|------|---|
| | • Specifying [Yes] for [Binding Margin] moves a printing area vertically or horizontally (for ensuring binding margin).  For specifying margin in consideration of a double-page spread printing on application, specify [No] for [Binding Margin]. |

# Installation and Configuration (Windows NT 4.0)

## Setting Print Conditions: Setting on the Device

<For DP-2500/3000>

Function Settings

Reset Key

Touch-panel display

FUNCTION MODE
SELECT A FUNCTION

PRINTER SETTINGS

① Press the **PRINTER** key.
② Press the **FUNCTION** key.
③ Press the **PRINTER SETTINGS** key.
④ Select the **00 PRINTER OUTPUT TRAY**.
⑤ Select the desired Output Tray.
⑥ After setting, press the **OK** key on the screen.
⑦ Press the **RESET** key.

<For DP-2000>

Function Settings

Reset Key

PRINTER OUTPUT TRAY
1:INNER 1

① Press the **PRINTER** key.
② Press the **FUNCTION** key.
③ Press **2** and the **SET** key.
④ Select the desired Output Tray.
⑤ After setting, press the **SET** key.

| Setting mode | Settings | Preset value number |
|---|---|---|
| 00 PRINTER OUTPUT TRAY | Set the printer paper priority accommodation position.<br>Outer/Inner 2/Inner 1 | Inner 1 |

# Installation and Configuration (Windows 2000)

## Installing the Printer Driver

Log in using an account with the authority to change system settings (e.g. Administrator).

◆**About Windows 2000**

Panasonic has performed operational tests on the **Document Scanner, Status Monitor** and **Printing System - software** using **Office 2000**. However, the company does not necessarily guarantee normal operation of all applications on **Windows 2000**.
Panasonic has not registered with the Windows 2000 logo. Ignore the warning message about the logo upon installation. Windows 2000 is capable of disallowing installation of drivers without logo registration. If the function has been activated, cancel the function for installation.

**1**

Open the **Printers** folder.
①Click the **Start** button.
②Place the cursor on **Settings** and click **Printers**.

**2**



Double-click the **Add Printer** icon.

**3**



Click the [ Next ] button.

4
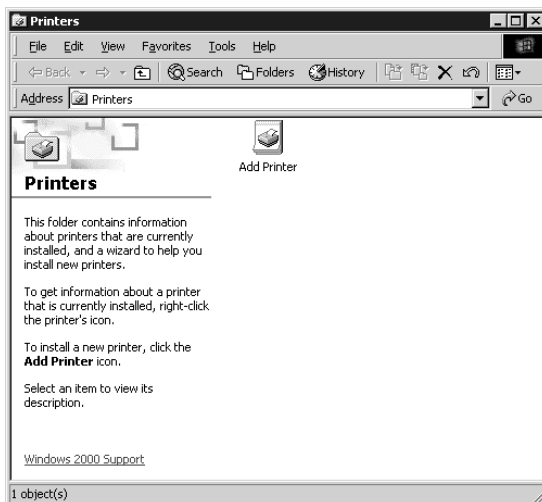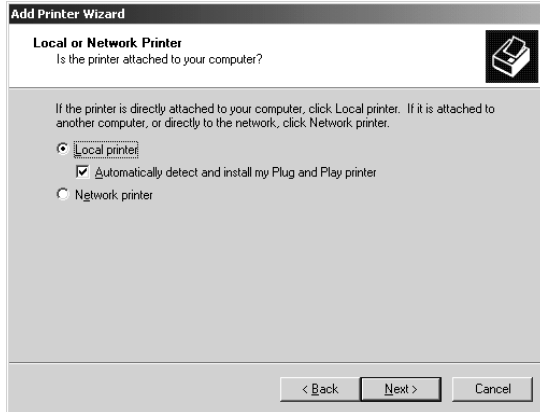
Select **Local printer** and click the [ Next ] button.
Specify Network Printer for installing a printer on server upon network. Refer to the manual about Windows 2000.
Even if the printer is networked, install as **Local printer** for now. This will be changed in later steps.

5
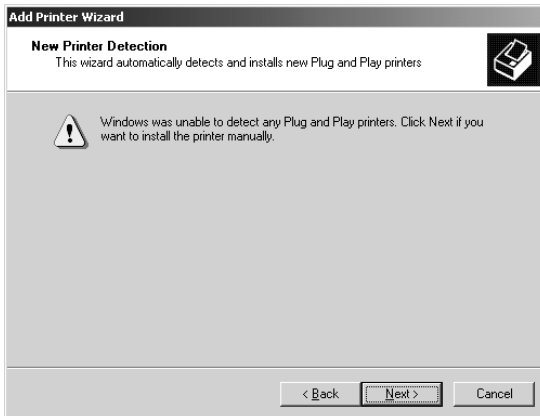
Click the [ Next ] button.

6
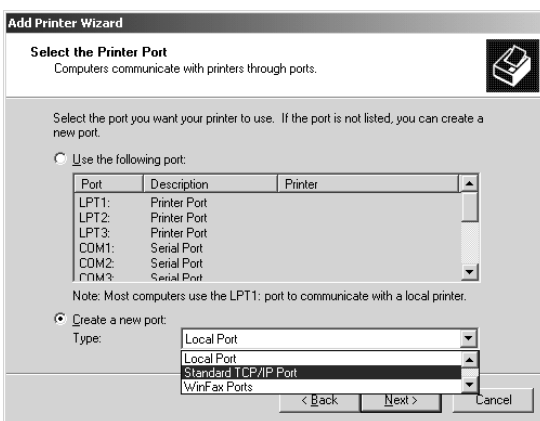
- For local printer, select a Printer Port and click the [ Next ] button. Then proceed to step 13.
- For network printer, select **Create a new port** to "Standard TCP/IP Port" and click the [ Next ] button.

**Printer Section**

51

# Installation and Configuration (Windows 2000)

**7**

Click the [ Next ] button.

**8**
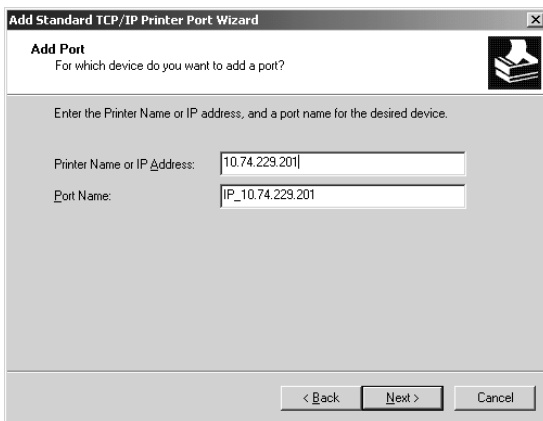
Enter the IP Address and the Port Name and click the [ Next ] button.

**Note:** The Port Name is automatically entered by Windows 2000. You may change this as required.

**9**
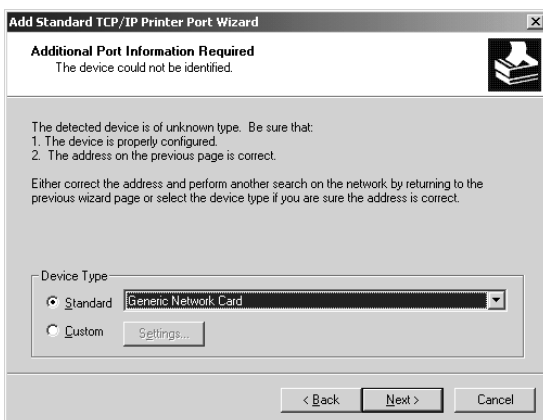
Select **Custom** and click the [ Settings... ] button.

**10**

① Select **LPR** on Protocol menu.
② Enter the **Queue Name** and select **LPR Byte Counting Enabled** on LPR Settings menu.
③ Click the [ OK ] button.

**11**

Click the [ Next ] button.

**12**

Click the [ Finish ] button.

**53**

# Installation and Configuration (Windows 2000)

**13**



① Insert the CD-ROM containing the printer driver.
② Click the [ Have Disk... ] button.

**14**



① Specify the drive name and type
   **D:\English\Driver\WinNT4**.
   (Where "D" is your CD-ROM drive.)
② Click the [ OK ] button.

**15**
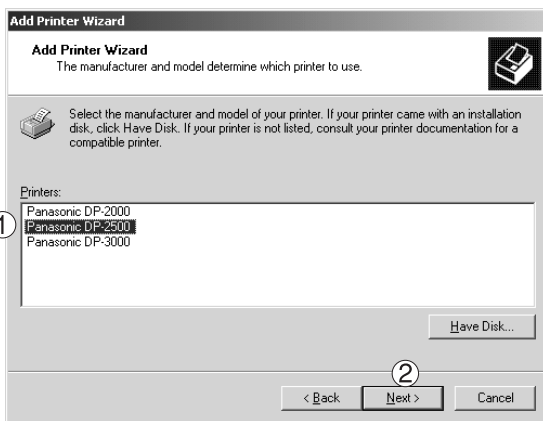


① Select your device (Panasonic DP-2000,
   Panasonic DP-2500 or Panasonic DP-3000).
② Click the [ Next ] button.

**16**

Add Printer Wizard

**Name Your Printer**
You must assign a name for this printer.

Supply a name for this printer. Some programs do not support server and printer name combinations of more than 31 characters.

Printer name:

Panasonic DP-2500

< Back    Next >    Cancel

Click the [ Next ] button.

---

**17**

Add Printer Wizard

**Printer Sharing**
You can share this printer with other network users.

Indicate whether you want this printer to be available to other users. If you share this printer, you must provide a share name.

○ Do not share this printer
○ Share as:

< Back    Next >    Cancel
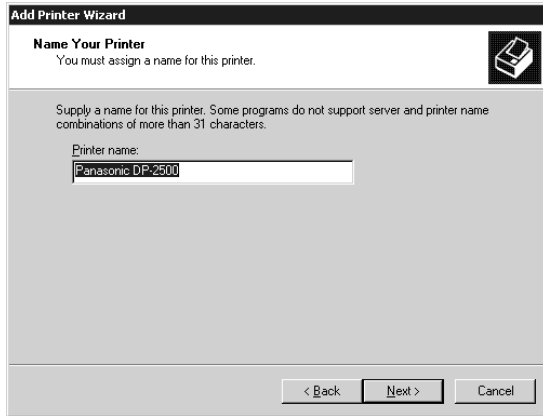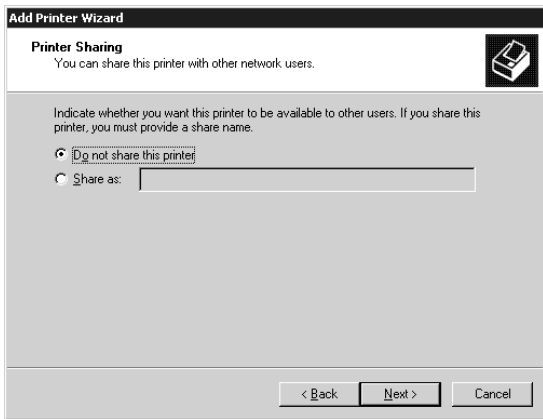
Select **Do not share this printer** and click the [ Next ] button.

• Select **Share as** only when installing onto a network server. Refer to the manual for Windows 2000 for details.

---

**18**

Add Printer Wizard

**Print Test Page**
To confirm that the printer is installed properly, you can print a test page.

Do you want to print a test page?

○ Yes
● No

< Back    Next >    Cancel
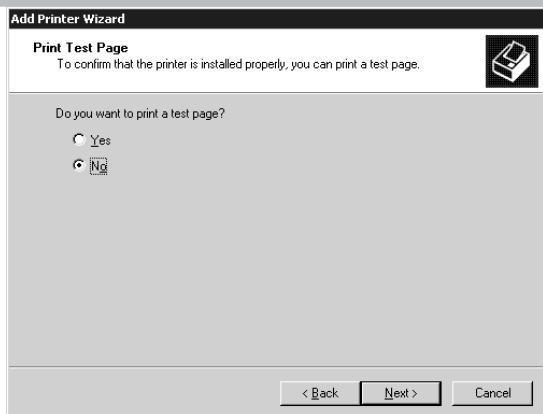
Select **No** and click the [ Next ] button.

**Printer Section**

55

## Installation and Configuration (Windows 2000)

**19**

Add Printer Wizard

**Completing the Add Printer Wizard**

You have successfully completed the Add Printer wizard.

You specified the following printer settings:

Name:      Panasonic DP-2500
Shared as:  <Not Shared>
Port:      IP_10.74.229.201
Model:     Panasonic DP-2500
Default:    No
Test page:  No

To close this wizard, click Finish.

< Back    Finish    Cancel

Click the [ Finish ] button.

**20**

Digital Signature Not Found

The Microsoft digital signature affirms that software has been tested with Windows and that the software has not been altered since it was tested.

The software you are about to install does not contain a Microsoft digital signature. Therefore, there is no guarantee that this software works correctly with Windows.

Printers

If you want to search for Microsoft digitally signed software, visit the Windows Update Web site at http://windowsupdate.microsoft.com to see if one is available.

Do you want to continue the installation?

Yes    No    More Info

Click the [ Yes ] button.

**21**

Printers

File  Edit  View  Favorites  Tools  Help

Back  Search  Folders  History

Address  Printers  Go

**Printers**

Add Printer    Panasonic DP-2500

This folder contains information about printers that are currently installed, and a wizard to help you install new printers.

To get information about a printer that is currently installed, right-click the printer's icon.

To install a new printer, click the **Add Printer** icon.

Select an item to view its description.

Windows 2000 Support

2 object(s)

The required files are copied.

The **Printers** Icon is now displayed in the **Printers** folder.

**56**

# Installation and Configuration (Windows 2000)

## Configuring the Printer Driver Setting on Windows 2000 (Administrator)

To change the printer properties, open the dialog box for the printer properties by the following steps.

**1** Log in using an account with the authority to change system settings (e.g. Administrator).

**2** Click the **Start** button, place the cursor on **Settings,** and then click **Printers.**

**3** Right-click the printer icon in the printers window, and select **Properties** in the dropdown menu.
The dialog box for the printer properties appears.

---

**NOTE**    • In Windows 2000, setting the properties depends on the log-in accounts.  This section describes properties to be specified by an administrator (system manager).  See "Configuring the Printer Driver Settings" for details of user properties.  (See page 66 )

# Installation and Configuration (Windows 2000)

## ■ General Tab
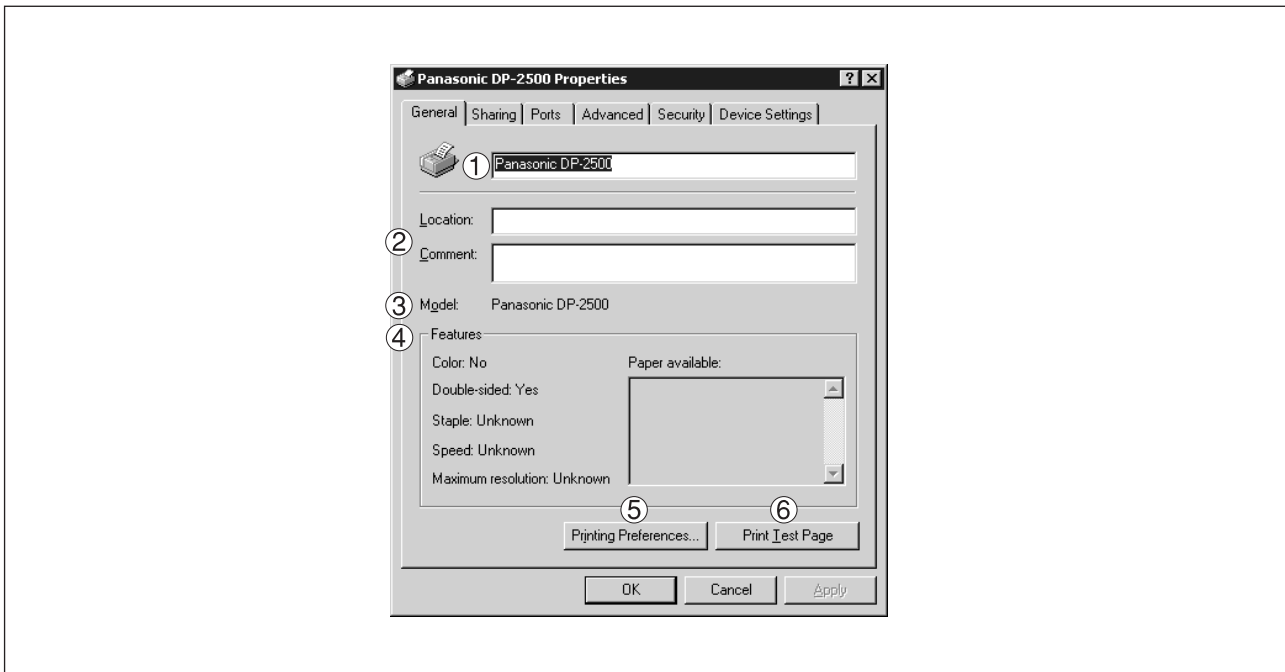


① **Printer Name**

Name of the printer specified upon installation is displayed.

② **Location and Comment**

Enter a comment about the location of the printer installation and information about the printer.

If a printer is shared, the location and comment specified in this field appears when another user sets up this printer on his/her computer.  After completion of setup, however, changing this comment does not update the location and comment appearing on users PCs.

③ **Model**

Model name of the printer is displayed.

④ **Features**

Functions and settings of the printer are displayed.

⑤ Printing Preferences... **button**

Changes properties (print settings) specifiable for each user.
Refer to "Configuring the Printer Driver Settings" for details of settings (See page 66)

⑥ Print Test Page **button**

Prints a test page.  This operation verifies that a printer has been properly installed.

## ■ Sharing Tab
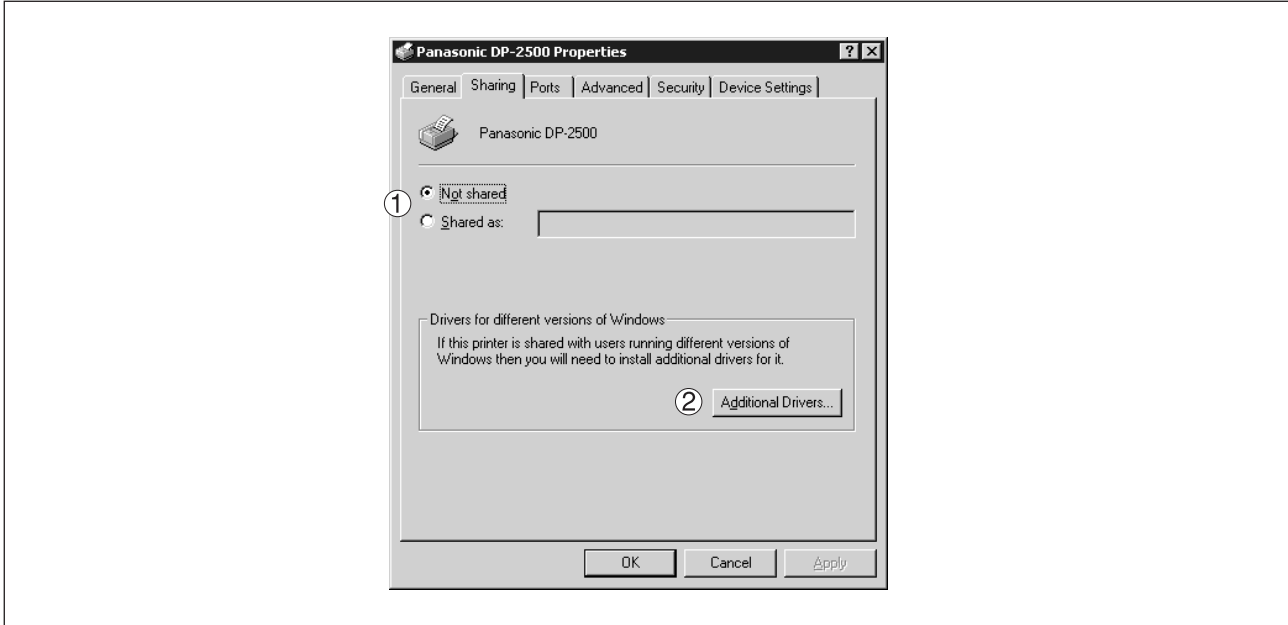


① **Not shared/Shared as**

Specify if this printer is displayed or used on a computer of other users.

For sharing a printer, specify the share name of a printer to be shared. A name specified here appears when other users view the printer information on a network

② Additional Drivers... **button**

Install additional printer drivers on the system.

When users running different versions of Windows share a printer, installing additional drivers avoids the necessity for installing new drivers on their systems.

**NOTE** • If a printer is shared on a network, installing the printer driver on one print server allows other computers to copy the driver automatically for use. Accordingly, a print server is required to provide alternative printer drivers for other OS's that may use the printer.

# Installation and Configuration (Windows 2000)

■ **Ports Tab**
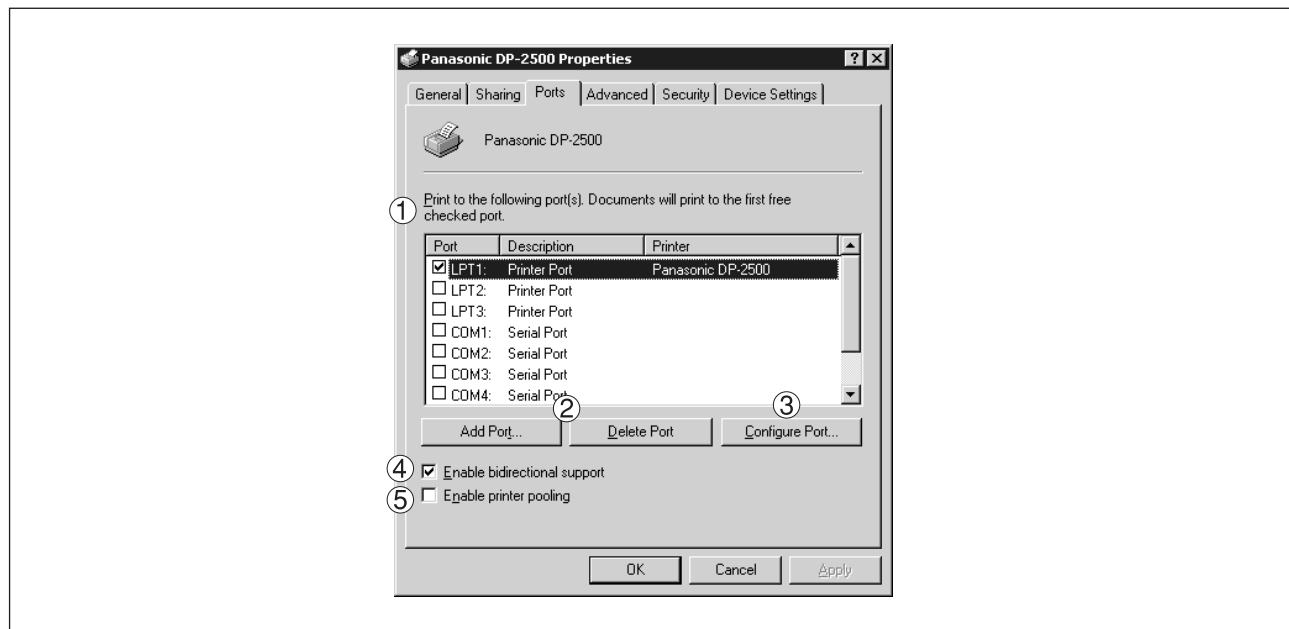


① **Print to the following port(s)**

Displays a list of ports that allows printing, their status (description), and printers connected to the ports.

② [ Add Port... ] **/** [ Delete Port ] **button**

Add or delete a new local port or a new network port.

③ [ Configure Port... ] **button**

Configure the port that is selected. On a parallel port, wait time (in seconds) for retransmission is specified.

④ **Enable bidirectional support**

On a printer, this setting enables reception of configuration data and status data from the computer. Be sure to check this checkbox when installing the status monitor (See page 140). Printing may be disabled without checking this checkbox.

⑤ **Enable printer pooling**

Printer pooling allows outputting data from one logical printer to two or more printers. With printer pooling enabled, a transmitted printing job is output to the first printer that allows printing.

---

**NOTE**  • Specify time (seconds) waiting for the printer to be ready for printing. If a printer is not ready for printing after the specified time has elapsed, an error message is displayed. If a timeout error occurs frequently upon printing a large size document, specify a larger value here.

# Installation and Configuration (Windows 2000)

■ **Advanced Tab**
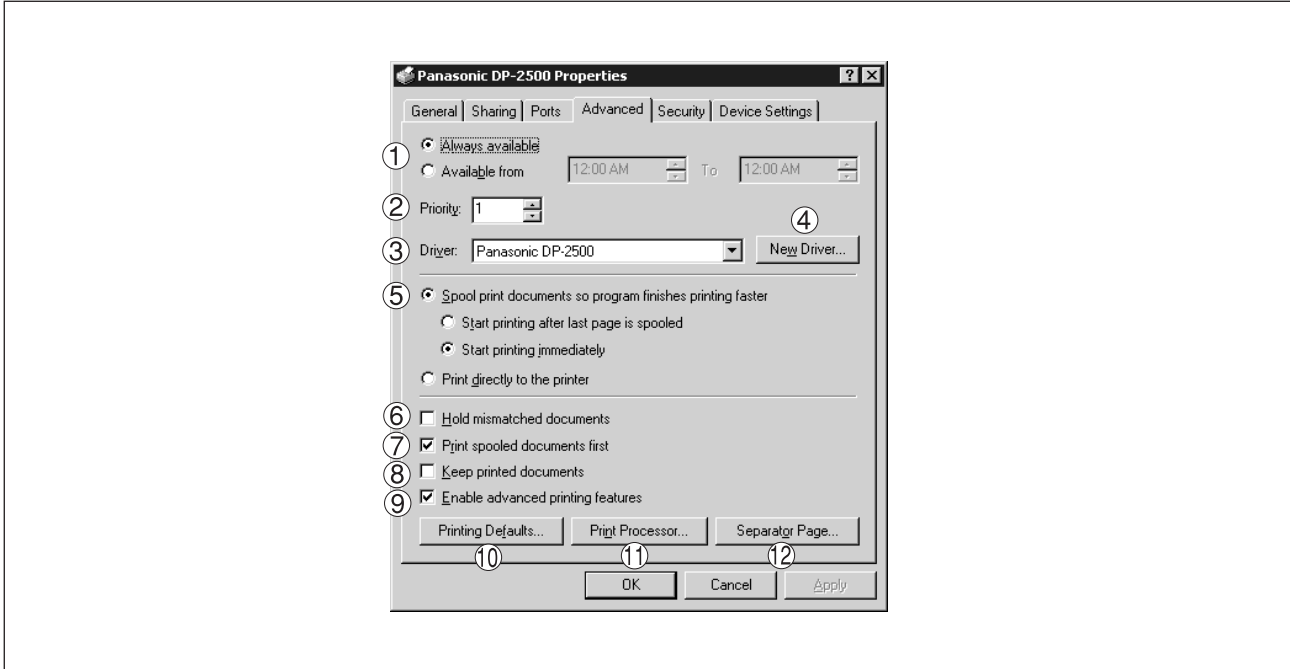


①**Always available/Available from**

Specify the operation schedule for a printer. Selecting **Available from** allows specifying an operation time.

②**Priority**

Specify the priority in printing. Priority is adjustable from 1 to 99. ORIGINAL of higher priority are printed before those of lower priority.

③**Driver**

Printer drivers are displayed. Specify a printer being used or specify a printer type that allows emulation by the printer being used.

④ New Driver... **button**

Update or change the printer driver.

⑤**Spool print documents so program finishes printing faster**

Specify the method of sending a document from the program to the printer.

⑥**Hold mismatched documents**

Spooler compares the printer settings with the paper settings (such as paper size and printing orientation). If the settings are inconsistent, the printing is suspended.

⑦**Print spooled documents first**

Always print spooled documents first regardless of the printing priority.

# Installation and Configuration (Windows 2000)

⑧ **Keep printed documents**

After printing, documents are kept in the queue.  The documents are allowed to be reprinted directly from the queue regardless of the status of an application.

⑨ **Enable advanced printing features**

Usually enables advanced printing features.  Optional features of the printer (page ordering, booklet printing, numbering on sheets) are enabled.  The features can be disabled if a problem occurs regarding compatibility.  Disabling the features may disable the printing options also.

⑩ | Printing Defaults... | **button**

Specifies standard (default) values for the properties (print settings) specifiable for each user.  If a local printer is shared, the settings here are used as printing defaults for other users.

Refer to "Configuring the Printer Driver Settings" for detailed settings.  (See page  66)

⑪ | Print Processor... | **button**

Specify a print processor and data type to be used for printing.

The processor and data type define operations of printers on Windows 2000.
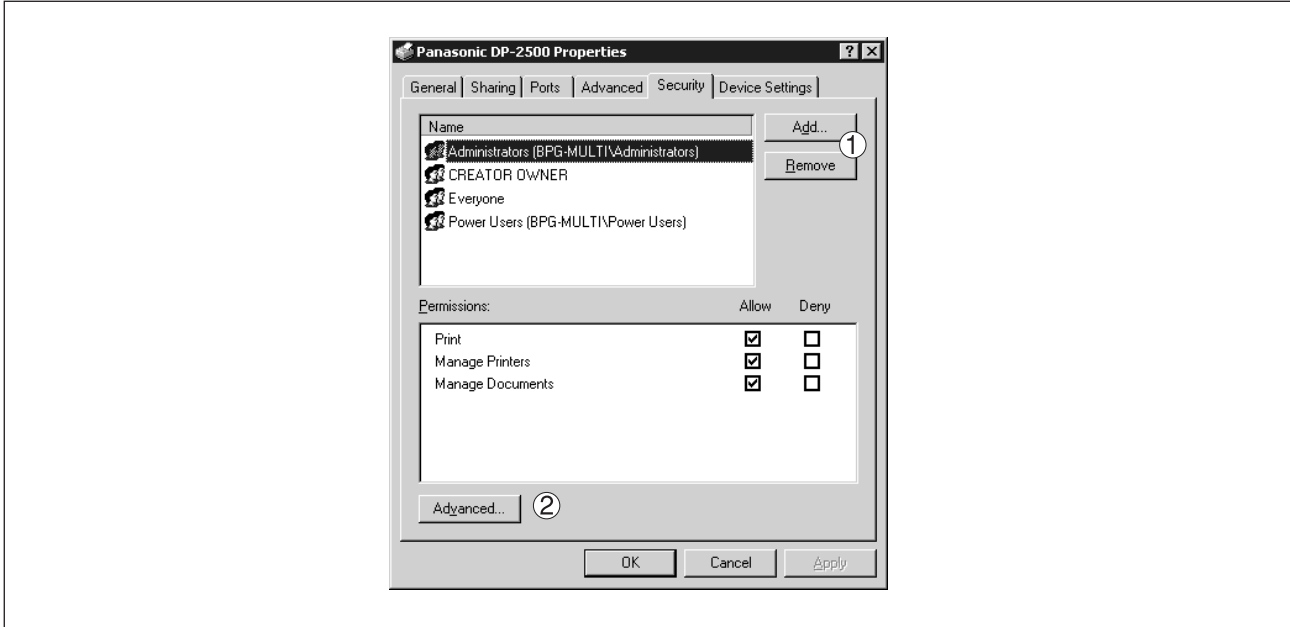
Usually no change is required in the settings.  Use of a printer on a special application, however, may require changes on the settings.

⑫ | Separator Page... | **button**

A Separator page is inserted between documents to be printed.  This function is useful when using one printer among two or more users and when printing two or more documents by one operation.

## ■ Security Tab



Displays a list of users and groups that are assigned access to this printer. A list of standard access permitted/prohibited for each group or user is displayed. Check the checkbox for permitting or prohibiting access. Gray checkbox indicates inheritance of access permission.

① | Add... | / | Remove | **button**

    Add or delete a user or group in the list.

② | Advanced... | **button**

    Specify access to a printer, audit, and owner.
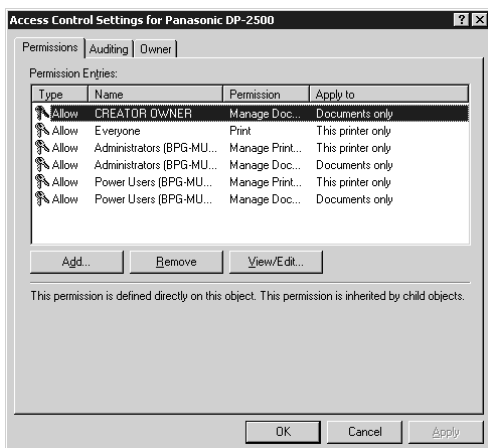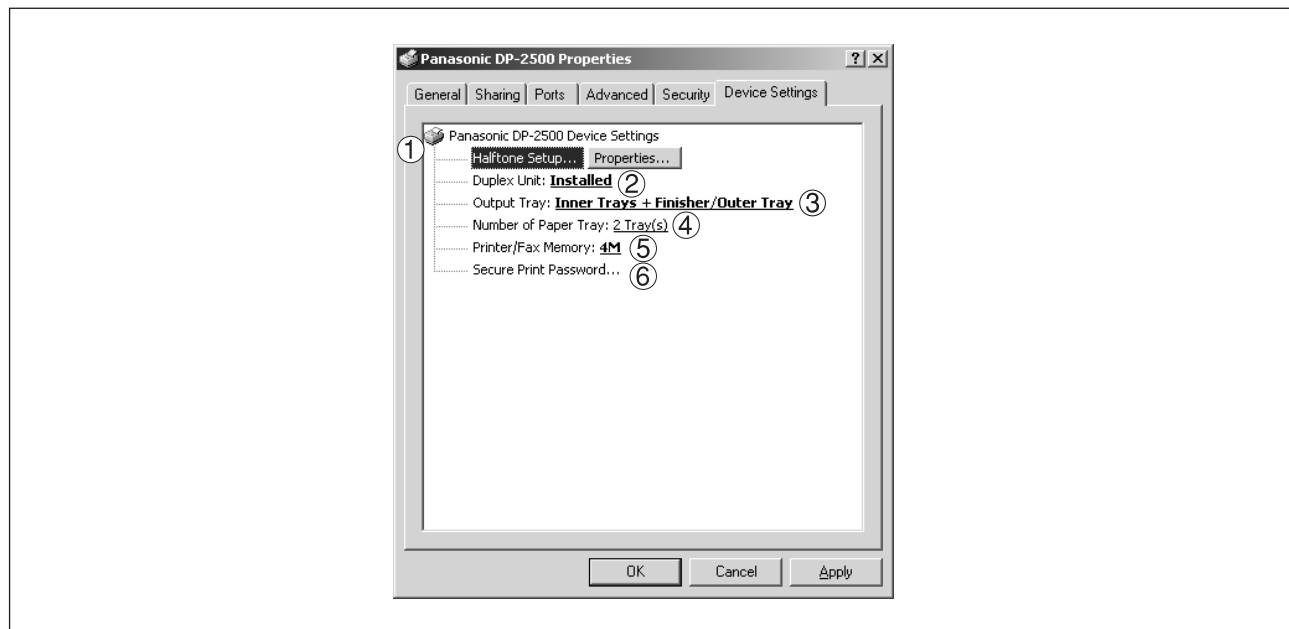


**NOTE**
- Windows 2000 provides the capability of managing access to various objects (e.g. printers) on users.
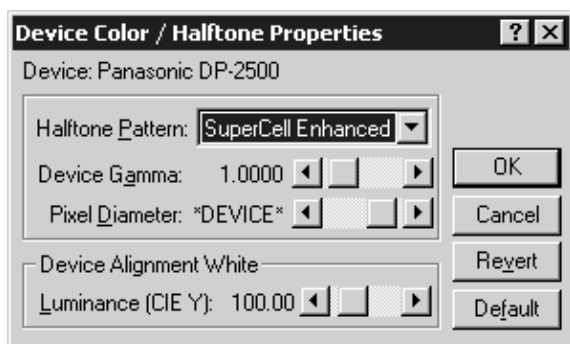  Refer to manuals of Windows 2000 for details of access permission, audit, and owner.

**Printer Section**

# Installation and Configuration (Windows 2000)

## ■ Device Settings Tab



① | Halftone Setup... | **button**

Select the method of expressing device halftone (printer-specific halftone). Select the settings according to printing data and preference.



- **Halftone Pattern**

Select the size of pixels to be used for halftone.

Selecting larger size pixels results in a rough image, which is suitable for printing of wider area. Enhanced patterns, which allow printing an image of higher resolution using a same number of pixels, may cause random lines or patterns and moire.

- **Device Gamma**

Adjust the gamma (strength of colors) of printing image.

- **Pixel Diameter**

Adjust the density of a printing image. Specify the size of pixels by moving the slide bar. One of the two methods, specifying pixel size by inch or by ratio to the printer resolution (in per cent), is selectable.

- **Luminance (CIE Y)**

Adjust the luminance of a printing image.

## ② Duplex Unit

Check this checkbox if an optional duplex printing unit (DA-MD200) is installed. Duplex printing function is now enabled.

## ③ Output Tray

If the Exit Tray (Inner) and the Dual-Path Exit Guide Unit (DA-XN200/FK200) are installed, select Inner Tray option. This allows specifying Inner 1 and Inner 2 as the output tray for the printer output.

If the 1-Bin Finisher or Exit Tray (Outer) (DA-FS200/XT200) is installed, select Inner Tray option + Finisher/Outer Tray option. This allows specifying Inner 1, Inner 2, and Outer as output tray for the printer output. Also, the stapling function becomes available if the Inner Tray option and Finisher/Outer option are enabled.

## ④ Number of Paper Tray

Select the number of available paper tray(s) for the printer if an optional Paper Feed Module is installed.

## ⑤ Printer/Fax Memory

Select the size of the Expansion Flash Memory Card or whether a Fax Option (2MB) has been installed, to enable Security Print.

## ⑥ Security Print Password

Set the password for Security Print.

---

NOTE

• **Device Settings** Tab specifies device-specific settings and settings of optional devices. Refer to operation manuals of the optional devices, or on-line manuals for settings items.
• Settings specified in this section are saved as standard (default) settings of the printer.

## Installation and Configuration (Windows 2000)

### Configuring the Printer Driver Settings (User)

Changes the printer settings.  Display the printer settings dialog box by the steps below:

**1** Select **Print** in the **File** menu of an application.

**2** Click the [ Properties... ] button of the print dialog box.

**3** The dialog box for printer properties appears.  Click the top tab of the dialog box and specify the properties.

---

**NOTE**  • In Windows 2000, setting the properties depends on the log-in accounts.  This section describes properties to be specified by a user, upon executing a print operation on an application.  See "Settings Printer Driver on Windows 2000 (Administrator)" for details of administrator (system manager) properties.  (See page 57)

## ■ General Tab
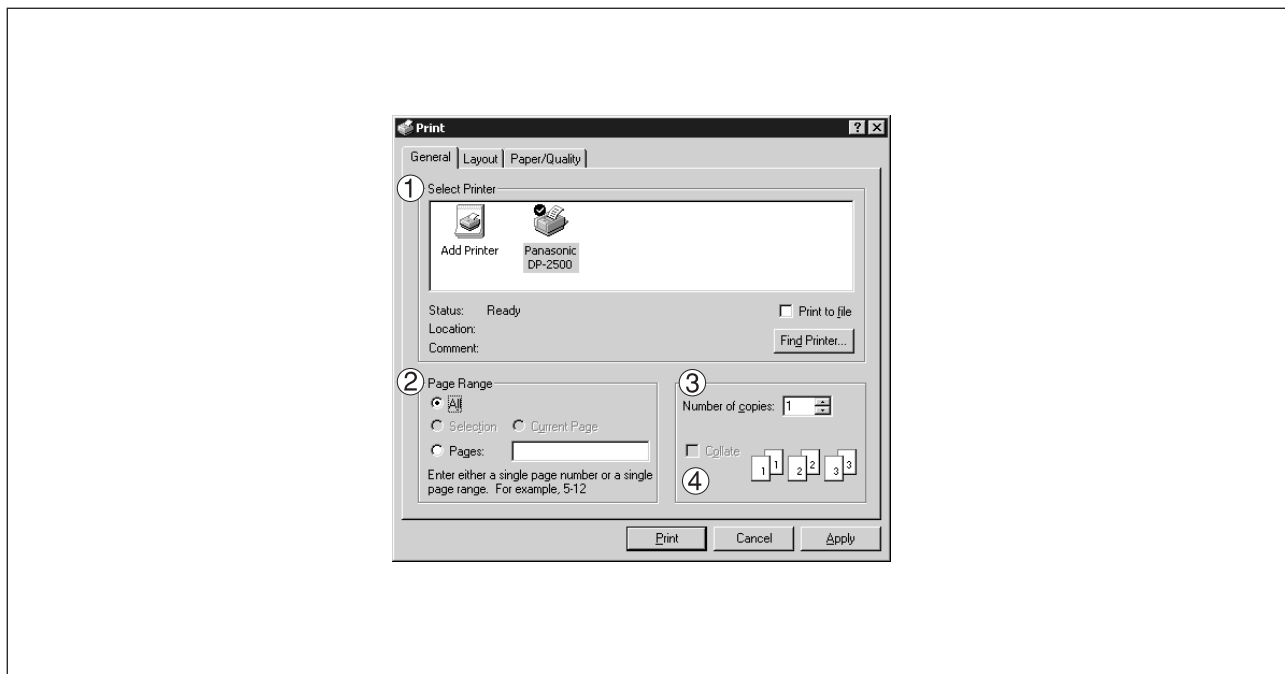


① **Select Printer**

Select a printer for printing.

② **Page Range**

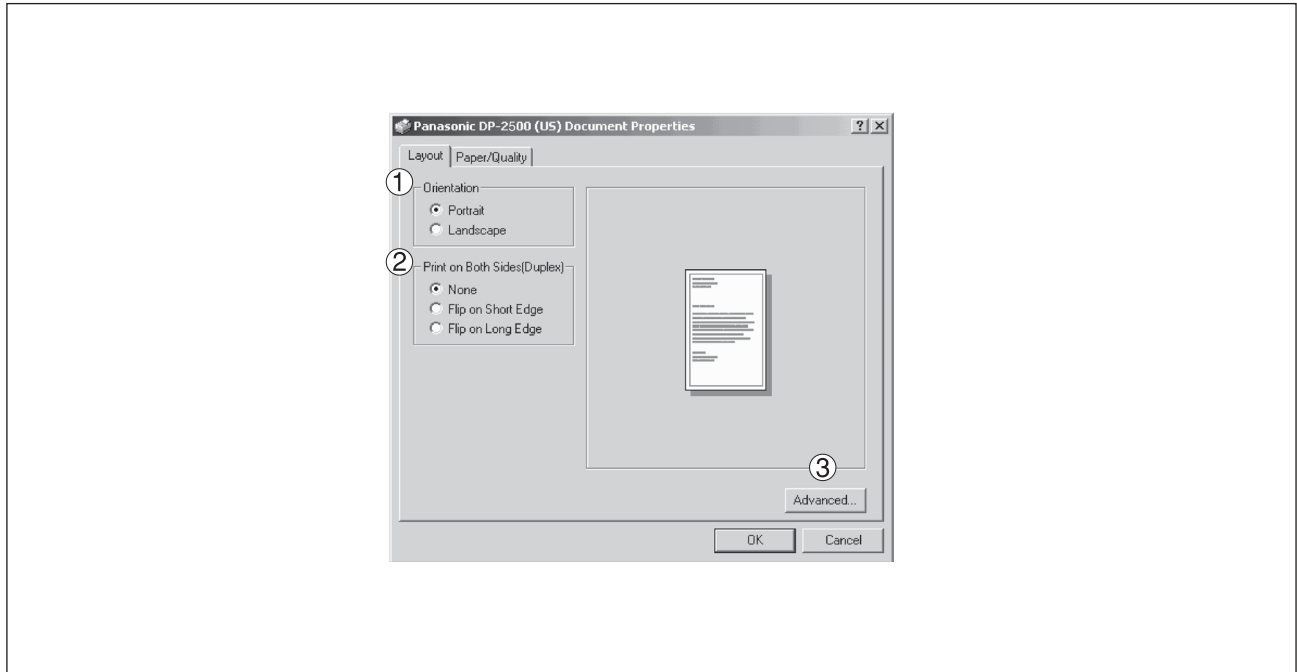Select a page range for printing.

③ **Number of copies**

Specify the number of copies.

④ **Collate**

Upon printing two or more copies, pages are output for each copy.

# Installation and Configuration (Windows 2000)

### ■ Layout Tab



①**Orientation**

Select portrait (vertical) or landscape (horizontal).

② **Print on Both Sides (Duplex)**

Specify duplex printing for printing on both sides.
Select the binding side (None/Flip on Short Edge/Flip on Long Edge) for duplex printing.

Note 1) Duplex Printing on post card is not allowed.
Note 2) Duplex Printing is allowed only with the Dual-Path Exit Guide Unit, Paper Transport Unit and
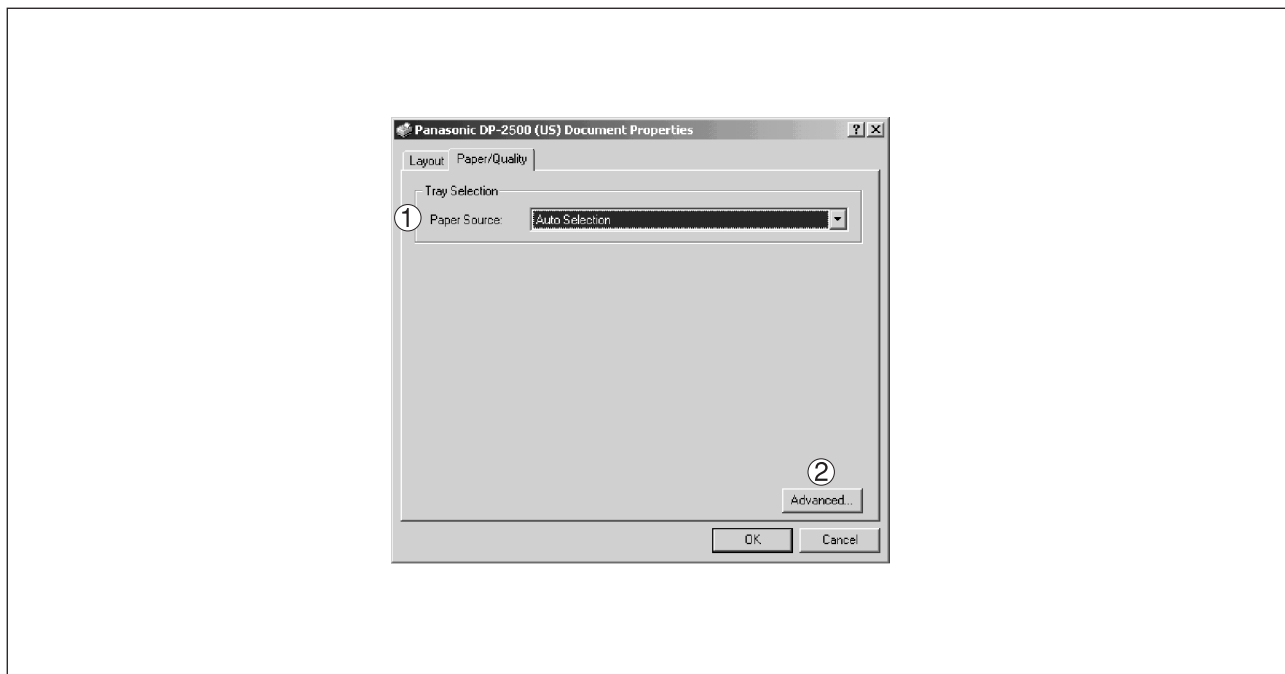Automatic Duplex Unit (DA-FK200/FK210/MD200) mounted.
Note 3) Check [Duplex Unit] check box in **Device Options** Tab.

③ Advanced... **button**

Specify detailed settings.  Refer to **Advanced** (See page 70) for details.

## ■ Paper/Quality Tab

①**Paper Source**

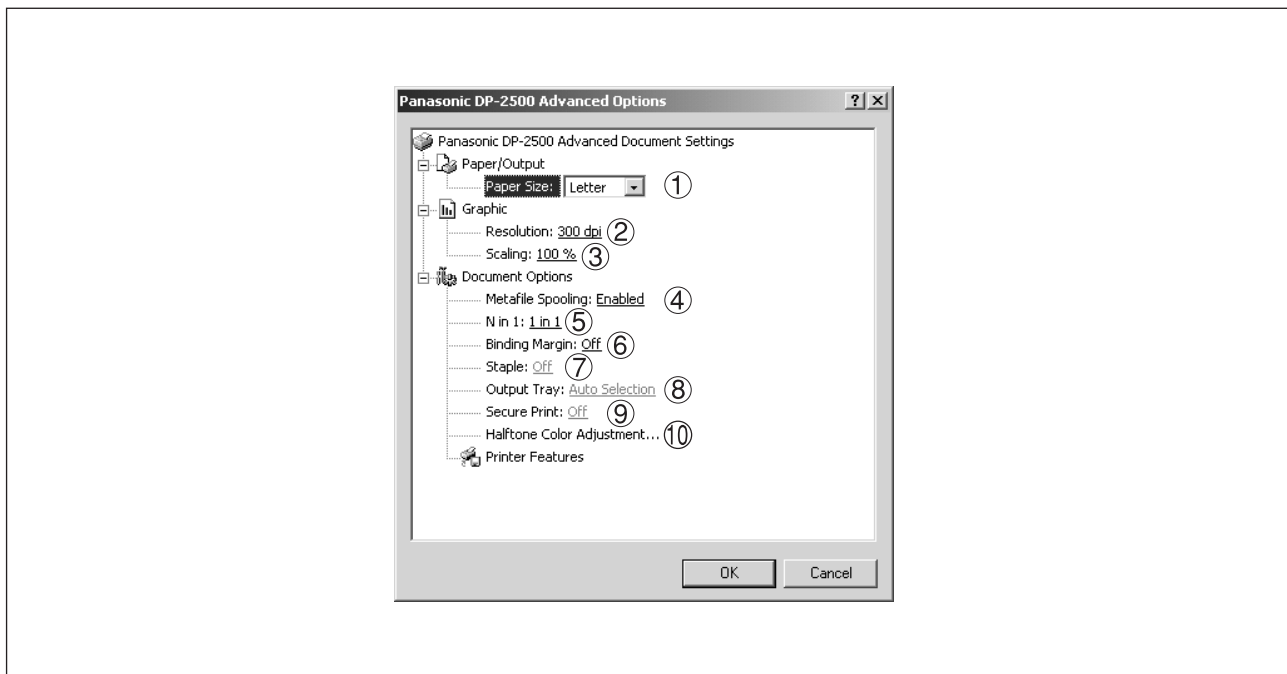Specify an input tray.  Selecting **Auto Selection** allows automatic selection of an input tray according to the paper size.

② Advanced...   **button**

Specify detailed settings.  Refer to **Advanced** (See page 70) for details.

**Printer Section**

# Installation and Configuration (Windows 2000)

### ■ Advanced



① **Paper Size**

Select a paper size.

② **Resolution**

Select resolution of the printer (600dpi/300dpi).

③ **Scaling**

Specify a custom zoom when printing a document by zooming in/out at a desired rate.  If the zooming rate is specifiable on an application, specify "100%" (same size) here.  Specify a zooming rate in the print dialog box of the application.

④ **Metafile Spooling**

With Metafile Spooling enabled, a file is spooled in EMF format (metafile compression).  With the function disabled, a file is spooled in RAW (non-compression) format.  Specifying RAW format results in a longer time before an application becomes operational after printing on the application.

Note: Spooling by EMF format may cause the following problems on some application software.
    1) Printing result is different from screen display.
    2) Printing requires excessive time.

⑤ **N in 1**

For printing two or more pages on one sheet, specify a printing method.
Layout is selected by combining with **Orientation.**  Each layout is displayed with an icon.
2 in 1: Print 2 pages of manuscripts zoomed out by 65 or 71% on one sheet.
4 in 1: Print 4 pages of manuscripts zoomed out by 50% on one sheet.

⑥ **Binding Margin**

Select for ensuring the binding margin upon duplex printing.
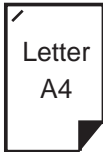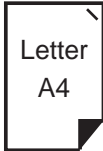
Specifying **On** for **Binding** moves a printing area vertically or horizontally (for ensuring binding margin).  For specifying a margin in consideration of a double-page spread printing on application, specify **Off** for **Binding**.

Width of binding margin is specified on the main unit.  (See page 30, copy section)

⑦ **Staple**

Specifying staple printing is allowed if the output bin is set to outer.

Note 1) Staple printing is allowed only with the Electronic Sorting Board (DA-ES200 : For DP-2000 only) and 1-Bin Finisher (DA-FS200) mounted.

Note 2) Paper is stapled at the top left or at the top right.  (See table below.)

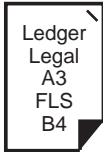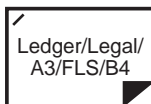| Document orientation | Paper orientation | Stapling position |
|---|---|---|
| Letter A4 | Letter A4 | Top left — Letter A4 |
| | Letter/A4 | Top right — Letter A4  Note)  Stapling on Invoice/B5 sheet is not allowed. |
| Letter/A4 | Letter A4 | Top right — Letter/A4 |
| | Letter/A4 | Top left — Letter/A4  Note)  Stapling on Invoice/B5 sheet is not allowed. |
| Ledger Legal A3 FLS B4 / Ledger/Legal/A3/FLS/B4 | Ledger/Legal/A3/FLS/B4 | Top right — Ledger Legal A3 FLS B4  Note)  Stapling on Invoice/B5 sheet is not allowed.  /  Top left — Ledger/Legal/A3/FLS/B4  Note)  Stapling on Invoice/B5 sheet is not allowed. |

# Installation and Configuration (Windows 2000)

⑧ **Output Tray**

Specify the output destination.  <Auto Selection, Outer, Inner 1, or Inner 2>
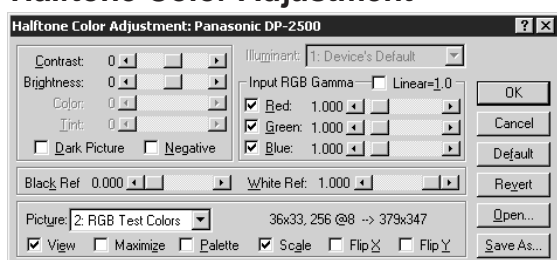
Note 1) Output Tray selection is allowed only with the Dual-Path Exit Guide Unit, Paper Transport Unit, Exit Tray (Outer) or 1-Bin Finisher (DA-FK200/FK210/XT200/FS200) is installed.

Note 2) Post card cannot be output from the outer tray.

⑨ **Secure Print**

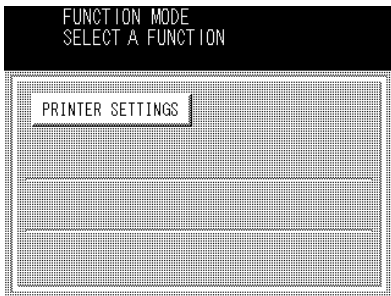Select to enable Security Print.

⑩ **Halftone Color Adjustment**



• **Contrast**

Adjust the contrast of the printing image.

• **Brightness**

Adjust the lightness of the printing image.

• **Dark Picture**

Check to print a dark image into light image.

• **Negative**

Check to print in reverse.

• **Input RGB Gamma**

Adjust the gamma (strength of colors) in the printing image.  Red, green and blue colors can be individually adjusted.

• **Black Ref/White Ref**

Adjust the difference between the darkest color and the lightest color in an image.  Increasing the black ref value or decreasing the white ref value strengthens the contrast of an image, narrowing the range of middle colors in the meantime.

• **Picture**

Select a test pattern.

Checking the checkboxes displays results of halftone adjustments on the test pattern.

# Installation and Configuration (Windows 2000)

## Setting Print Conditions: Setting on the Device

<For DP-2500/3000>

Function Settings

Reset Key



Touch-panel display

```
FUNCTION MODE
SELECT A FUNCTION

PRINTER SETTINGS
```

① Press the **PRINTER** key.
② Press the **FUNCTION** key.
③ Press the **PRINTER SETTINGS** key.
④ Select the **00 PRINTER OUTPUT TRAY**.
⑤ Select the desired Output Tray.
⑥ After setting, press the **OK** key on the screen.
⑦ Press the **RESET** key.

<For DP-2000>

Function Settings

Reset Key



```
PRINTER OUTPUT TRAY
1:INNER 1
```
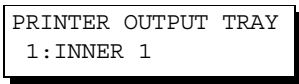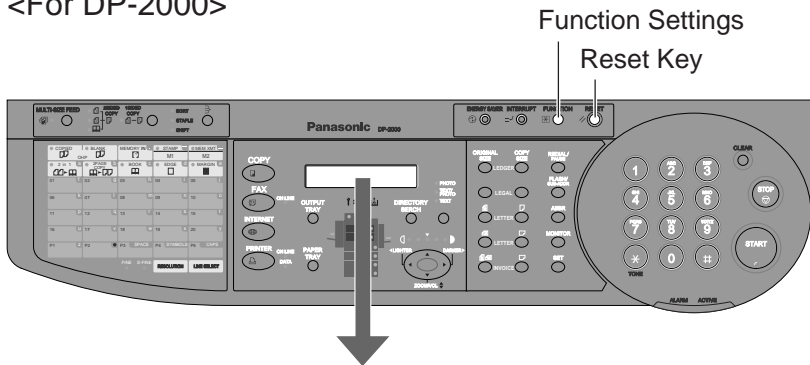
① Press the **PRINTER** key.
② Press the **FUNCTION** key.
③ Press **2** and the **SET** key.
④ Select the desired Output Tray.
⑤ After setting, press the **SET** key.

| Setting mode | Settings | Preset value number |
|---|---|---|
| 00 PRINTER OUTPUT TRAY | Set the printer paper priority accommodation position.<br>Outer/Inner 2/Inner 1 | Inner 1 |

# Print Operation

## Printing from Windows Applications

If the printer driver is installed properly and a printer is selected as the default printer in the printer setup, printing can be accomplished from any Windows application with simple operations.

To print from most Windows applications, use the **Print...** command on the **File** menu. Selecting the **Print...** command typically displays the following Print dialog box:
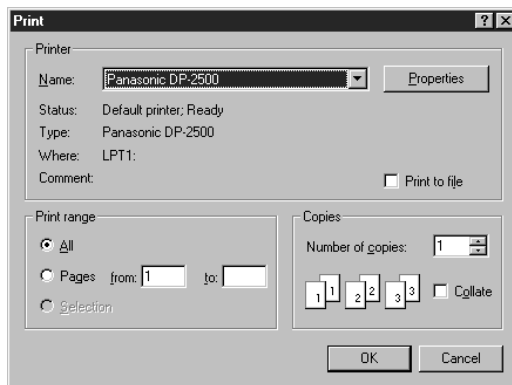


After selecting the print range to be printed and the number of copies, click on [  OK  ] to start printing.

While documents are being printed, a printer indicator remains displayed on the left side of the clock on the task bar. The indicator disappears when printing is completed.

---

**NOTE**    Follow the steps below to set a default printer:
- Click the **Start** button and select **Printers** in the **Settings** menu.
- Select the printer icon in the window and select [**Set As Default**] in dropdown menu by right-clicking it.  Then the check mark is displayed.

## Printing on Network

For sharing a printer by connecting two computers via crossed-cable or using a hub, a connection among computers must be established.
Establishing a connection among computers is verified by displaying the connected computers in Network Neighborhood on the desktop.

The settings for printer sharing is specified by the following steps:

### ■ Printer server (PC connected to a printer)

**1** Install the printer driver on a computer to be connected to the main unit.

**2** Click the **Start** button, place the cursor on **Settings**, and then click **Printers.**

**3** Select the printer icon and select [**Sharing...**] in the dropdown menu by right-clicking it.

**4** Select **Shared As** in the properties dialog box.

**5** Click the ⎡  OK  ⎤ button.

Upon completion of the settings, the shape of the icon changes displaying sharing settings.

| **NOTE** | • Refer to manuals of network cards and Windows users guide for connection among computers. |
|---|---|

• On Windows 95/98/Me, a computer connected to a printer must have been set up to allow printer sharing by the following operations:
1. Double-click on **Network** in control panel, and then click ⎡ File and Print Sharing... ⎤ button in the **Network Configuration** tab.
2. Check [**I want to be able to allow others to print to my printer(s).**] in the File and Print Sharing dialog box.

# Print Operation

## ■ Remote (PC that uses other computer's printer)

**1** Click **Start** button, place cursor on **Settings** and then click **Printers.**

**2** Double-click **Add Printer** in the printers folder.
Add Printer Wizard appears.
Click the [ Next ] button.

**3** Select **Network Printer**.
Click the [ Next ] button.

**4** Specify the other computer's printer by entering the network path.
Then, complete the installation by following the instruction of the Add Printer Wizard.

The operations above enable output from the remote computer to a printer connected to a printer server.

Digital Copier

# Class 2 Fax Modem Section

# DP-2000/2500/3000

# Installing the Panasonic Class 2 Fax Modem

## Installation (Windows 95/98/Me)

The installation is required for transmitting/receiving of Faxes with a PC using general-purpose PC fax function software (recommended: WinFax PRO 10.0).

### ■ Class 2 Fax Modem

**1**



Select **Settings** from the **Start** menu and open the **Control Panel**.

Double-click the **Add New Hardware** icon.

**2**



Click the [ Next ] button.

**3**

Add New Hardware Wizard

Windows will now search for any new Plug and Play devices on your system.

Your screen may go blank during this process. This is normal.

To continue, click Next.

< Back    Next >    Cancel

(Windows 98 only)

Click the [ Next ] button**.**

---

**4**

Add New Hardware Wizard

Is the device that you want to install listed below?

⊙ No, the device isn't in the list.

○ Yes, the device is in the list.

Select the device that you want to install, and then click Next.

Devices:

Advanced Power Management support

< Back    Next >    Cancel

①  Select **No, the device isn't in the list.**
②  Click the [ Next ] button.

(This screen will only appear if a new device is found.)

Add New Hardware Wizard

Windows can now search for hardware that is not Plug and Play compatible, or you can select your hardware from a list.

When Windows detects new hardware, it automatically determines the current settings for the device and installs the correct driver. For this reason it is strongly recommended that you have Windows search for your new hardware.

Do you want Windows to search for your new hardware?

○ Yes (Recommended)

⊙ No, I want to select the hardware from a list.

< Back    Next >    Cancel

(Windows 98/Me only)

③  Select **No, I want to select the hardware from a list.**
④  Click the [ Next ] button.

## Installing the Panasonic Class 2 Fax Modem

**5**



① Select **Ports (COM&LPT)**.
② Click the [ Next ] button.

**6**



① Select **Communications Port**.
② Click the [ Have Disk... ] button.

**7**
① Enter **D:\Setup**.
   (Where "D" is your CD-ROM drive.)
② Click the [ OK ] button.

**8** Click the [ Next ] button.

**9** Click the [ Next ] button.

**10** Click the [ Finish ] button.

**11** Click the [ Yes ] button and restart the PC.

# 12 Repeat steps from "1" to "3."

# 13

① Select **No, the device isn't in the list**.
② Click the [ Next ] button.

(This screen will only appear if a new device is found.)

③ Select **No, I want to select the hardware from a list**.
④ Click the [ Next ] button.

# 14
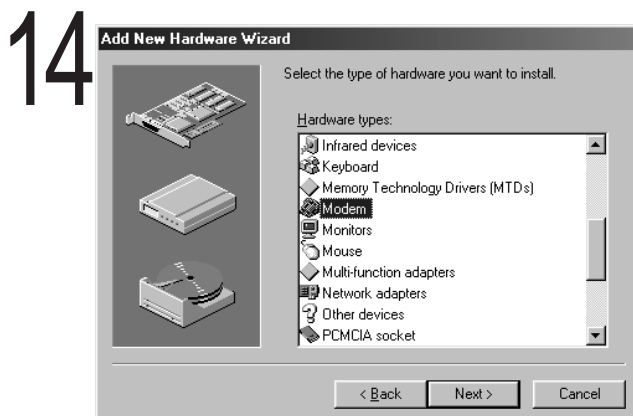
① Select **Modem**.
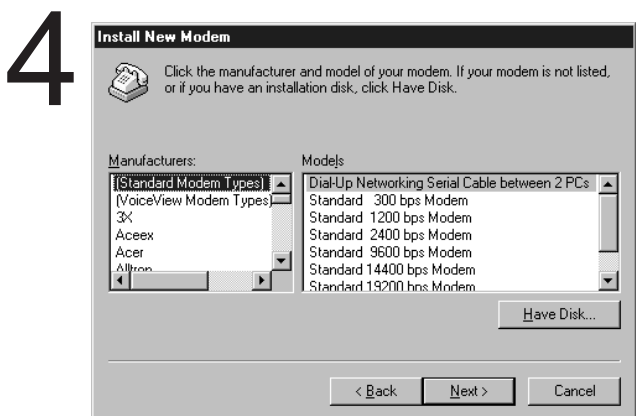② Click the [ Next ] button.

# Installing the Panasonic Class 2 Fax Modem

**15**
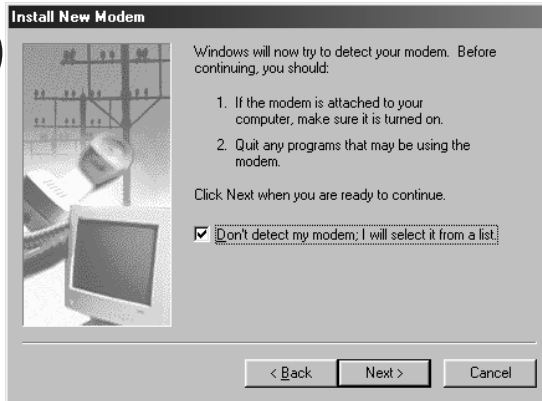


① Select **Don't detect my modem; I will select it from a list**.
② Click the [ Next ] button.
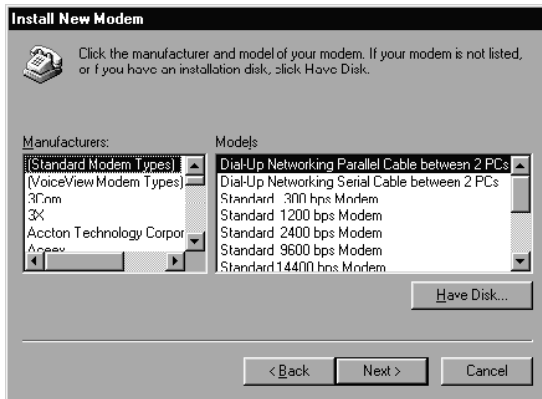


① Click the [ Have Disk... ] button.
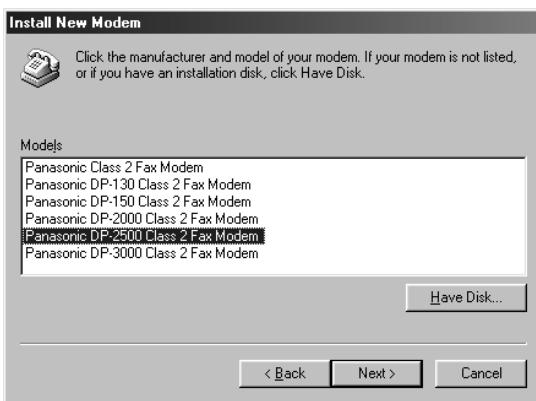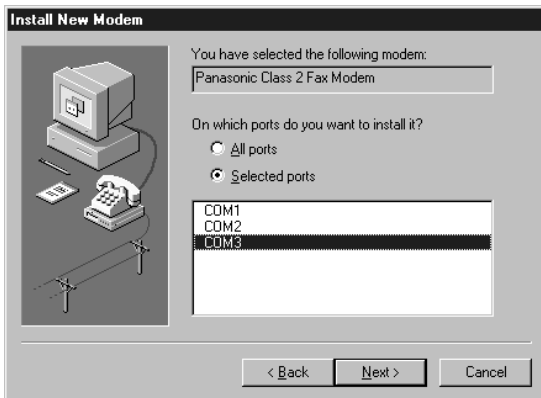
**16**



① Enter **D:\English\Setup**.
  (Where "D" is your CD-ROM drive.)

② Click the [ OK ] button.

**17**
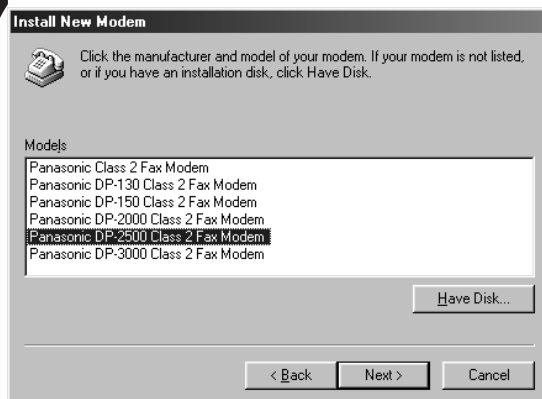


① Select **Panasonic DP-2000, DP-2500 or DP-3000 Class 2 Fax Modem**.
② Click the [ Next ] button.

**18**
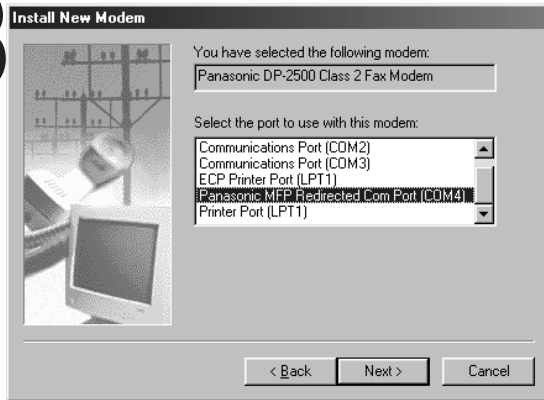


① Select **Panasonic MFP Redirected Com Port (COM3\*)**.

    \* COM number depends on the PC.

② Click the [ Next ] button.

**19**
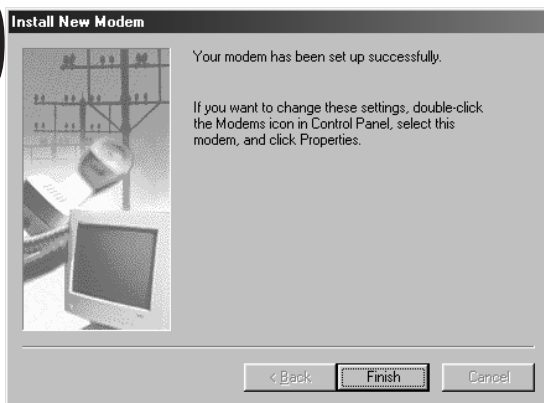


Click the [ Finish ] button.

• Installation of the modem is completed.

# Installing the Panasonic Class 2 Fax Modem

## Installation (Windows NT 4.0)

Installing the Panasonic Class 2 Fax Modem. The installation is required for transmitting/receiving Faxes with a PC, using general-purpose PC fax function software (recommended: WinFax PRO 10.0).

### ■ Class 2 Fax Modem

**1** Select **Settings** from the **Start** menu and open the **Control Panel**.

**2**
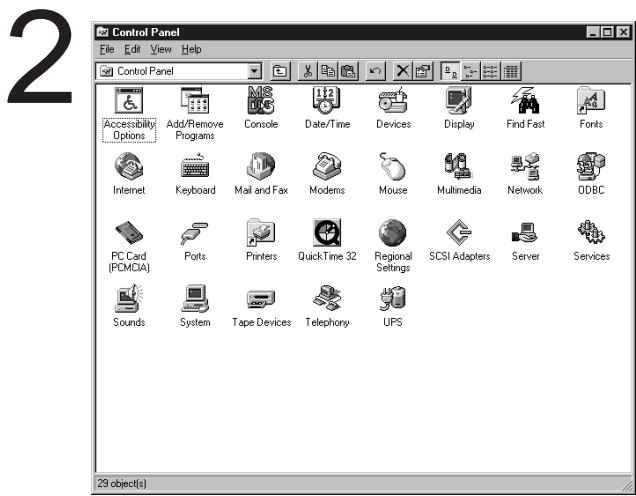


Double-click **Modems** icon.

**3**



① Select **Don't detect my modem; I will select it from a list**.
② Click the [ Next ] button.

**4**



Click the [ Have Disk... ] button.

84

**5**

**Install From Disk**

Insert the manufacturer's installation disk into the drive selected, and then click OK.

OK

Cancel

Copy manufacturer's files from:

D:\English\Setup   Browse...

① Enter **D:\English\Setup**.

   (Where "D" is your CD-ROM drive.)

② Click the [ OK ] button.

---

**6**

**Install New Modem**

Click the manufacturer and model of your modem. If your modem is not listed, or if you have an installation disk, click Have Disk.

Models

Panasonic Class 2 Fax Modem
Panasonic DP-130 Class 2 Fax Modem
Panasonic DP-150 Class 2 Fax Modem
Panasonic DP-2000 Class 2 Fax Modem
Panasonic DP-2500 Class 2 Fax Modem
Panasonic DP-3000 Class 2 Fax Modem

Have Disk...

< Back   Next >   Cancel

① Select **Panasonic DP-2000, DP-2500 or DP-3000 Class 2 Fax Modem**.

② Click the [ Next ] button.

---

**7**

**Install New Modem**

You have selected the following modem:

Panasonic Class 2 Fax Modem

On which ports do you want to install it?

○ All ports

◉ Selected ports

COM1
COM2
COM3

< Back   Next >   Cancel

① Select the COM port shown at the bottom of the COM ports list.

② Click the [ Next ] button.

---

**8**

**Install New Modem**

Your modem has been set up successfully.

If you want to change these settings, double-click the Modems icon in Control Panel, select this modem, and click Properties.

< Back   Finish   Cancel

Click the [ Finish ] button.

   • Installation of the modem is completed.

**Class 2 Fax Modem Section**

## Installing the Panasonic Class 2 Fax Modem

9



Close the **Modems Properties** screen.

86

# Installing the Panasonic Class 2 Fax Modem

## Installation (Windows 2000)

Installing the Panasonic Class 2 Fax Modem. The installation is required for transmitting/receiving FAX's with a PC, using a general-purpose PC fax function software (recommended: WinFax PRO 10.0).

### ■ Class 2 Fax Modem

**1** Select **Settings** from the **Start** menu and open the **Control Panel**.

**2**
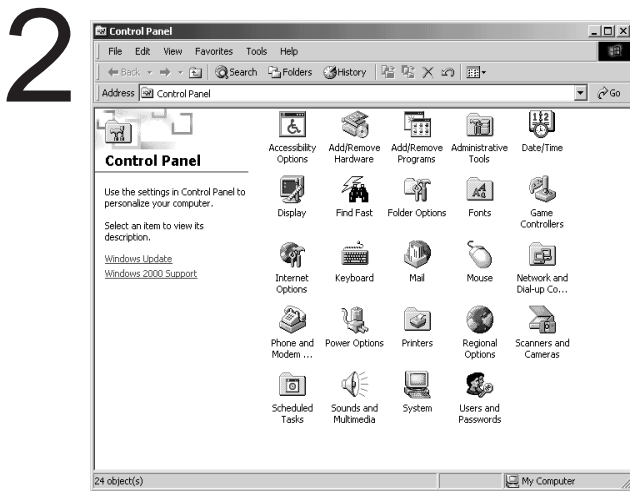


Double-click **Add/Remove Hardware**.

**3**



Click the     Next     button.

**4**



①Select **Add/Troubleshoot a device**.
②Click the     Next     button.

Class 2 Fax Modem Section

# Installing the Panasonic Class 2 Fax Modem

**5**
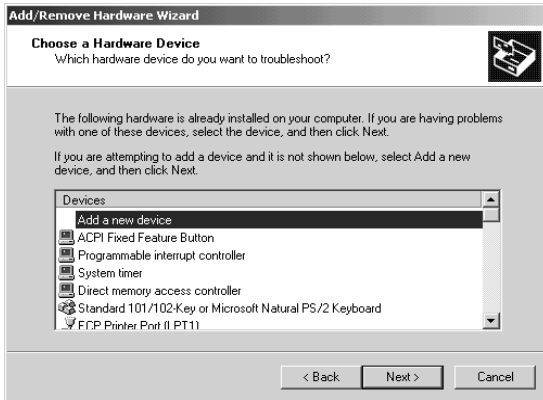


① Select **Add a new device**.
② Click the ⬚ Next ⬚ button.

**6**



① Select **No, I want to select the hardware from a list**.
② Click the ⬚ Next ⬚ button.

**7**
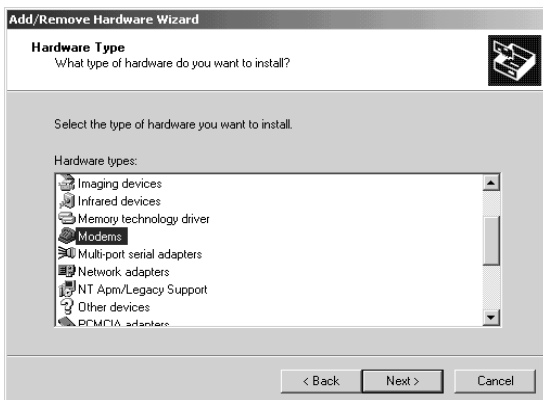


① Select **Modems**.
② Click the ⬚ Next ⬚ button.

# 8

① Select **Don't detect my modem; I will select it from a list.**

② Click the ⬚ Next ⬚ button.

# 9
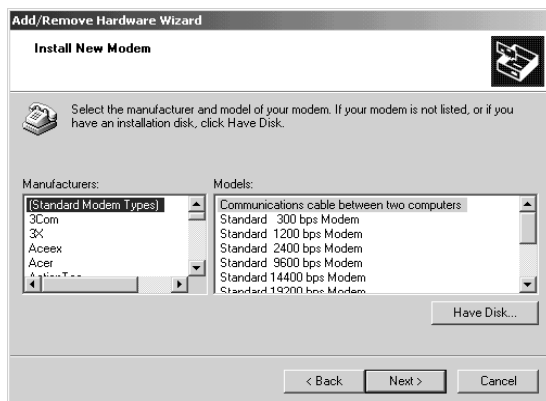
Click the ⬚ Have Disk... ⬚ button.

# 10

① Enter **D:\English\Setup**.
(Where "D" is your CD-ROM drive.)

② Click the ⬚ OK ⬚ button.

# Installing the Panasonic Class 2 Fax Modem

**11**
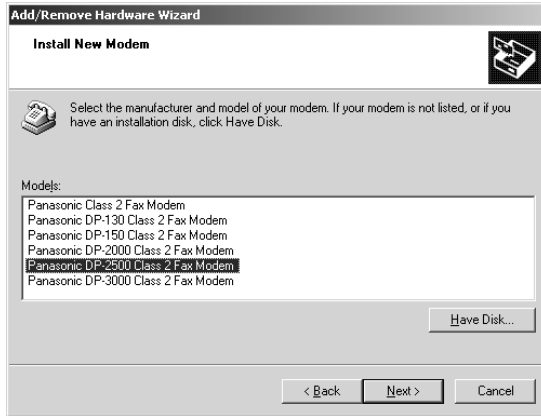


① Select **Panasonic DP-2000, DP-2500 or DP-3000 Class 2 Fax Modem**.
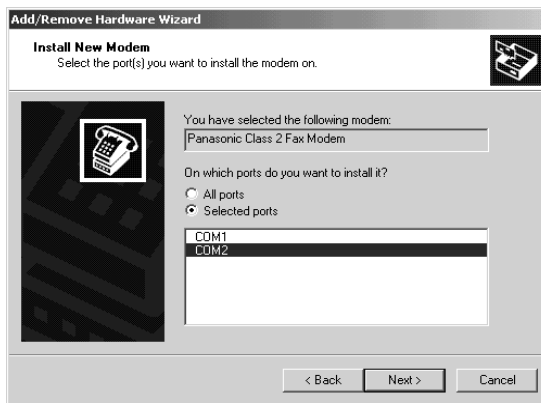
② Click the ☐ Next ☐ button.

**12**



① Select the COM port shown at the bottom of the COM ports list.

② Click the ☐ Next ☐ button.

# 13
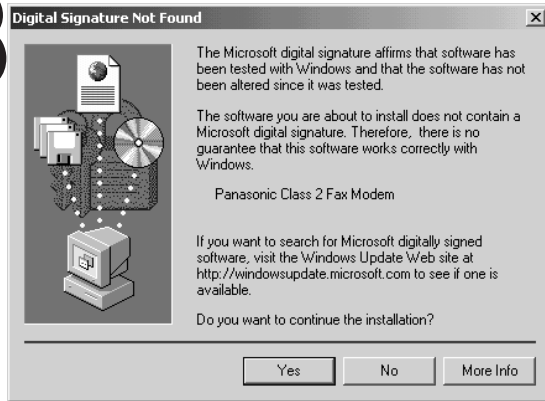
① If a warning message for logo certification appears, click the ⌐Yes⌐ button and continue installation.

② Click the ⌐Finish⌐ button.
  • Installation of the modem is completed.

NOTE

Digital Copier

# Document Management System Section

# DP-2000/2500/3000

# Installing the Document Management System

**1**

Insert the provided CD-ROM.

**2**

Select the language.

> **English**          > **Français**

> **Deutsch**          > **l'italiano**

> **Español**

**3**

Click the [ Next ] button.

**Panasonic**

Thank you very much for purchasing this Panasonic Product. This software contains versatile utilities, which has been specifically designed to meet our customers needs.

Before installing this software, we strongly recommend you read "Read Me First" document.

**WORKiO**

**4**

Click **Install PDMS software.**

**Panasonic**

**Document Management System**

> **Read Me First**

> **View the Operating Instructions**

> **Install PDMS software**

> **Install Adobe Acrobat Reader**

**5**
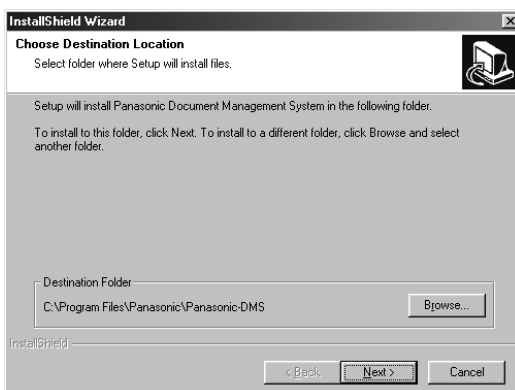
Verify the installation destination and click the [ Next ] button.

**Choose Destination Location**
Select folder where Setup will install files.

Setup will install Panasonic Document Management System in the following folder.

To install to this folder, click Next. To install to a different folder, click Browse and select another folder.

Destination Folder
C:\Program Files\Panasonic\Panasonic-DMS

# 6
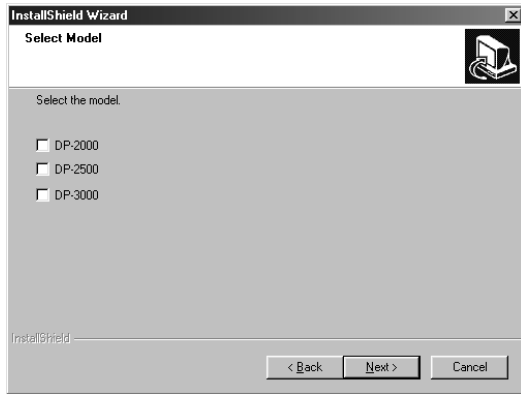
Check the model and click the [ Next ] button.

# 7
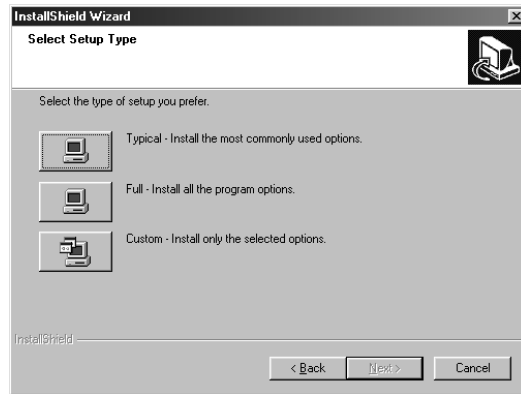
Click the **Typical button.**

# 8
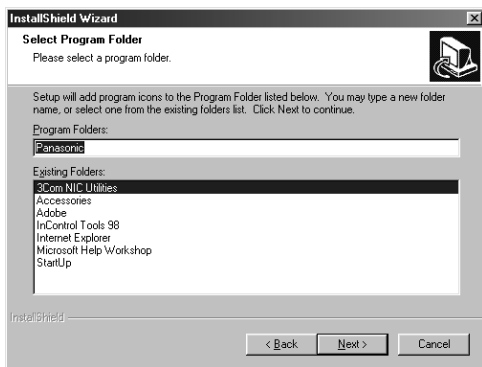
Enter the program folder name and click the [ Next ] button.

# 9
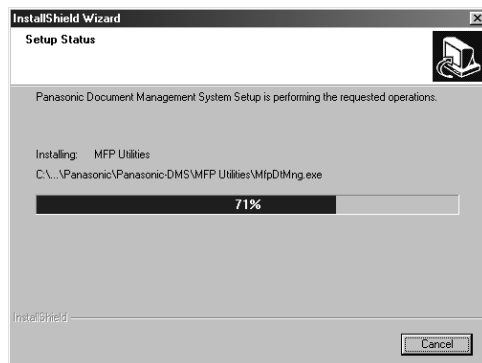
The required files are copied.

# Installing the Document Management System

10
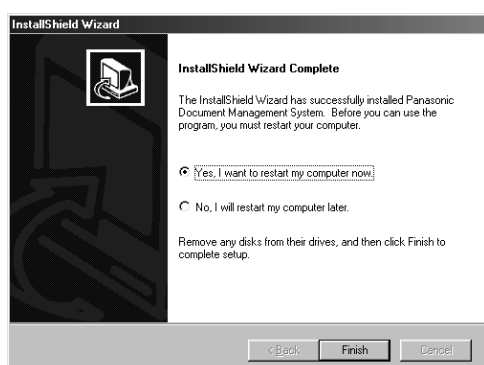
Click the [ Finish ] button.

The Panasonic Document Management System folder is added to the Start menu, and the installation is completed.

---

**NOTE**

- When installing on Windows NT4.0, log in using an account with the authority to change system settings (e.g. Administrator).
- Standard installation method installs all of the following drivers and applications. Selecting the custom installation allows the selected installation of scanner and MFP utilities individually.
  - Scanner
    Document Scanner  (TWAIN scanner driver)           (See page 112)
  - Manager
    Document Manager  (Image management application)  (See page  97)
    Document Viewer   (Image editing application)       (See page 119)
  - MFP utility
    Status monitor (Device status monitor)              (See page 140)
    Configuration Editor                                (See page 145)
    Phone Book Editor                                   (See page 153)
- By installing this software, the system selects LPT1 as the parallel port to be connected to the device.  For connecting the device to a port other than LPT1, change connection ports by selecting [Panasonic], [Panasonic Document Management System], and [Port Selection Utility] from the Start menu.
- Before updating the software, be sure to delete the older version of software.
- Take the following steps to install the software on Windows 2000:
  1. For installation, log in using an account with the authority to change system settings (e.g. Administrator).
  2. Restart Windows after completion of installation.
  3. After restart, log in again using an account with the authority to change system settings (e.g. Administrator).
  4. After completion of installation, normal operation is enabled by logging in with an ordinary user account.

# Document Manager

## Main Window

Document Manager is an application for managing image files.  By utilizing the Document Manager and Document Viewer (see page119) in combination, a number of image files can be classified, managed, browsed, and edited.

Selecting **Panasonic** → **Panasonic Document Management System** → **Document Manager** in **Programs** of the **Start** menu displays the main window of the Document Manager.
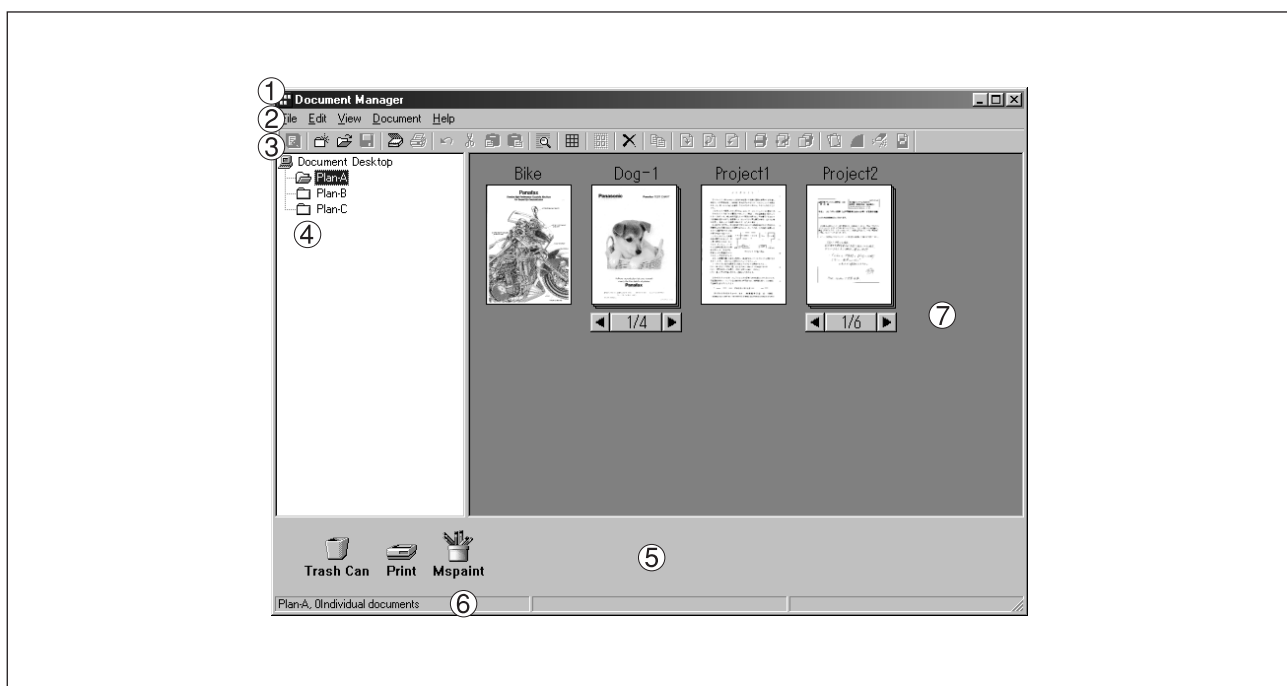
# Document Manager

① **Title Bar**

Displays the title of a screen.

② **Menu Bar**

Displays the menu of the Document Manager.

③ **Tool Bar**

Displays the tool buttons of the Document Manager.  Tool buttons correspond to functions of the menus in the menu bar.

④ **Folder Window**

Displays the folders containing the documents in tree form.

⑤ **Link Icon**

Dropping a dragged document onto a link icon, an application corresponding to the function of the icon is activated.

⑥ **Status Bar**

Displays information such as the number of documents in a folder, the number of selected documents, and file sizes, etc.

⑦ **Document Window**

Displays a list of documents in the selected folder.

Documents are displayed in thumbnails (reduced images).  Page number and ◀ and ▶ buttons are displayed at the bottom of a thumbnail image for grouped documents (configured with two or more pages). Clicking the buttons turns the pages.

## Basic Operations

The Document Manager allows editing and managing documents displayed in thumbnail images by dragging and dropping.  The function enables various operations as described below:

### ■ Selecting documents

Clicking thumbnail images in the document window allows selection of documents.  Dragging a mouse cursor on the screen or clicking with the Shift key held down allows selecting two or more documents at one time.
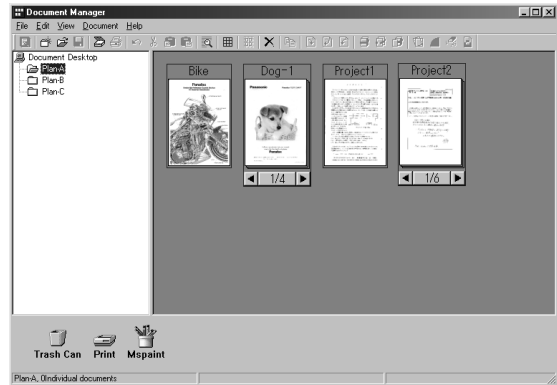
### ■ Editing documents

Double-clicking thumbnail images in document window activates Document Viewer (See page119), allowing opening and editing documents.
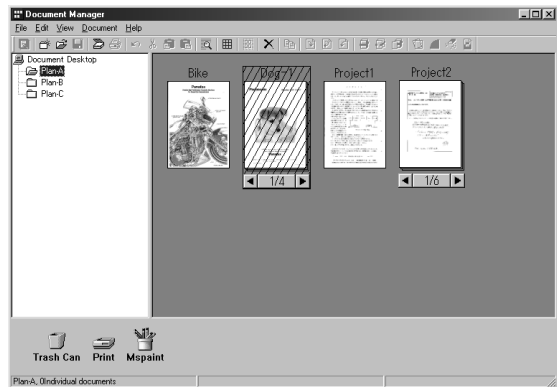
# Document Manager

## ■ Copying/Moving Documents

Dragging a thumbnail image in document window and dropping it onto a folder in the folder window allows moving the document to the folder.  Dragging & dropping with the Ctrl key held down copies a document.

Dragging a document and dropping it onto another document in a document folder results in grouping the two documents together.

Dragging a document and dropping onto a link icon activates an application corresponding to the function of each icon.
Link icons are registered and deleted by selecting **Launch to another application** → **External Application Setup** in the **File** menu.
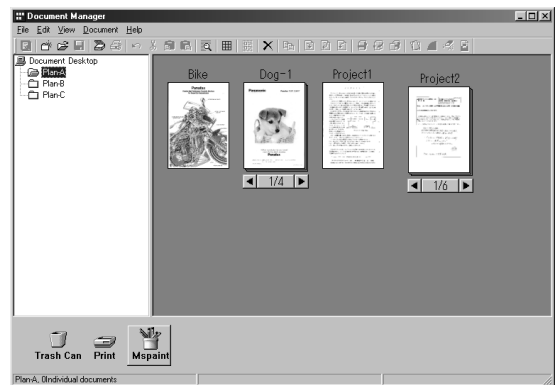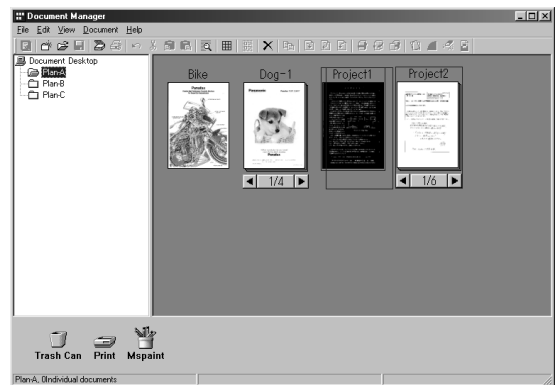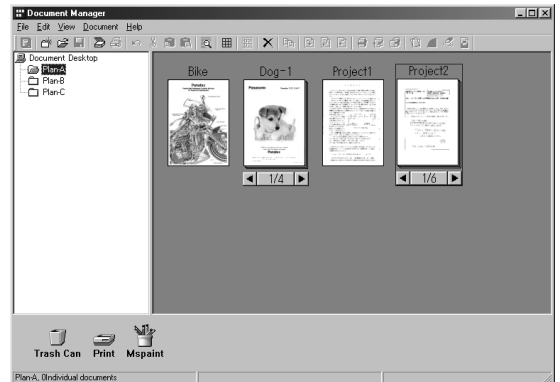
## Setting Plug-in

### ■ Import document (from scanner)

Selecting **Acquire Image...** in the **File** menu displays a window for the Document Scanner (See page 112).
The operation imports a document read on the scanner into a folder.

### ■ Import document (from file)

Selecting **Open** in the **File** menu displays a dialog box for selecting files.  The dialog box allows importing
image files saved in a computer as documents onto a folder.
An attempt of importing files that cannot be handled by Document Manager results in displaying an error
shown below.  Press **OK** and verify a file format.



Dragging and dropping a selected document onto a link icon at the bottom of the window activates an
application specified for the link icon, and opens the image file.
The link icons are freely registered by selecting **Launch to another application** → **Destination Setup** in
the **File** menu.

The following applications are specifiable as destinations of the Document Manager:

• Draw/Graphics software (Applications such as MS-Paint, Photoshop, etc.)

| | |
|---|---|
| Annotation | : Paste to transmission image as an image. |
| File format | : Select one among TIFF, JPEG, BMP, and PNG. |
| Compression | : Select the compression method. |
| Image type | : Select one among monochrome, grayscale, RGB color and no conversion. |
| Resolution | : Resolution of transmission image |
| Correct | : <Correct skew> Inclination of document can be automatically corrected. <Eliminate noise> Noise on document can be removed. |
| Original document | : If edited and saved (overwriting) on destination application, editing result is saved on original document. |
| Transmission check message | : Set the number of the maximum displayable active windows. |

## Document Manager

- OCR software (Application such as e-Typist, etc.)
  | | |
  |---|---|
  | File format | : Select one among TIFF, JPEG, BMP, PNG. |
  | Annotation | : Paste to transmission image as an image. |
  | Image type | : Select one among monochrome, grayscale, RGB color and no conversion. |
  | Resolution | : Resolution of transmission image |
  | Correct slant | : Inclination of document can be automatically corrected. |
  | Eliminate noise | : Noise on document can be removed. |

- PC-FAX software
  | | |
  |---|---|
  | File format | : Select one among TIFF, JPEG, BMP, and PNG. |
  | Annotation | : Paste to transmission image as an image. |
  | Image type | : Select one among monochrome, grayscale, RGB color and no conversion. |
  | Resolution | : Resolution of transmission image |
  | Correct slant | : Inclination of document can be automatically corrected. |
  | Eliminate noise | : Noise on document can be removed. |

- E-Mail software (MAPI-compatible mail application such as MS-Outlook, MS-Exchanger, etc.)
  | | |
  |---|---|
  | File format | : Select one among TIFF, JPEG, BMP, and PNG. |
  | Annotation | : Paste to transmission image as an image. |
  | Image type | : Select one among monochrome, grayscale, RGB color and no conversion. |
  | Resolution | : Resolution of transmission image |
  | Correct slant | : Inclination of document can be automatically corrected. |
  | Eliminate noise | : Noise on document can be removed. |

- Others

  Only program activation occurs on applications other than above.

NOTE
- Document Viewer provides a function to add various graphics and texts to an image. The graphics and texts added to an image are called "Annotation." See "Annotation Menu" (see page 129) for details of annotation.

## File Menu

### ■ New Folder

Create a new folder under a folder that is currently selected. Path of a folder to be created can be specified as required.
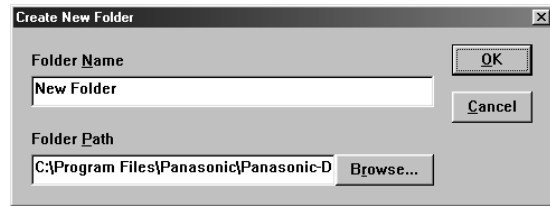
### ■ Open

An image file saved in the computer and can be imported into a folder as a document.

Files of the following formats can be opened in the Document Manager:
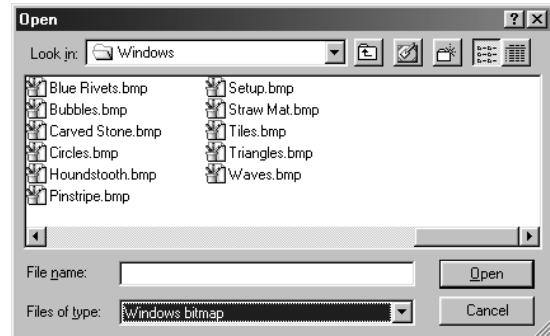
TIFF  : Tagged-Image File Format (TIFF)
JPEG  : Joint Photographic Experts Group (JPEG)
        format
BMP  : Windows standard bitmap format
PNG  : Portable Network Graphics format
DDM  : Document Manager file format

### ■ Save As

A document is saved as an ordinary image file under a specified name.

Document Manager saves a file in the following formats:
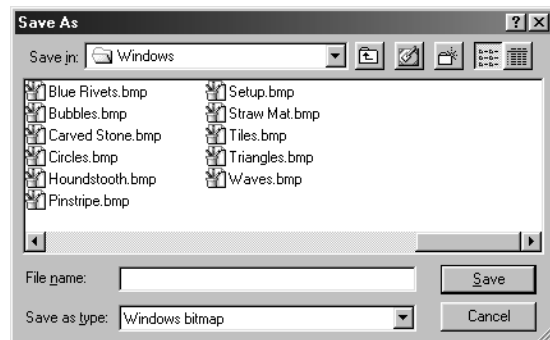
TIFF    : Tagged-Image File Format (TIFF)
JPEG    : Joint Photographic Experts Group (JPEG)
          format
BMP    : Windows standard bitmap format
PNG    : Portable Network Graphics format
DDM    : Document Manager file format

# Document Manager

## ■ Rename

Change the name of a document.
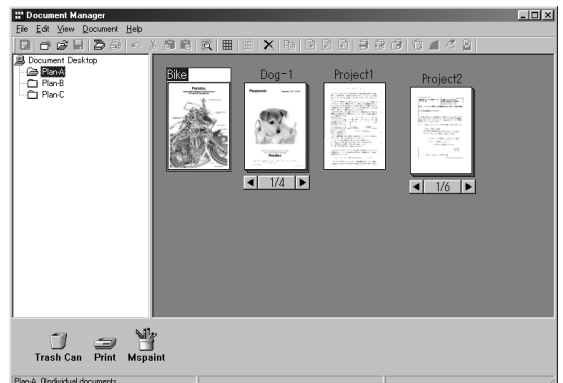
## ■ Properties

Display the file properties.
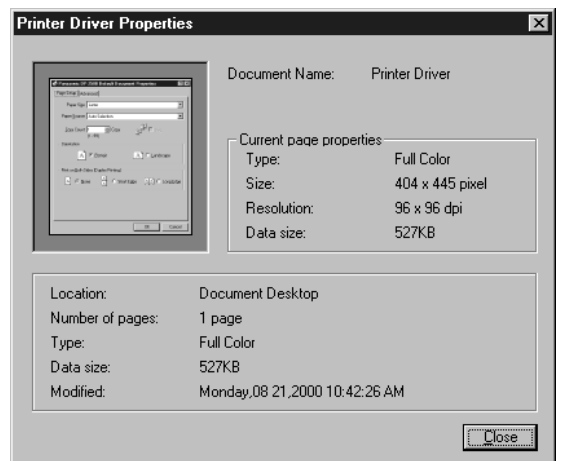
## ■ Acquire Image...

Using a scanner, etc. selected in **Select Source,** import a document to a folder that is currently selected.
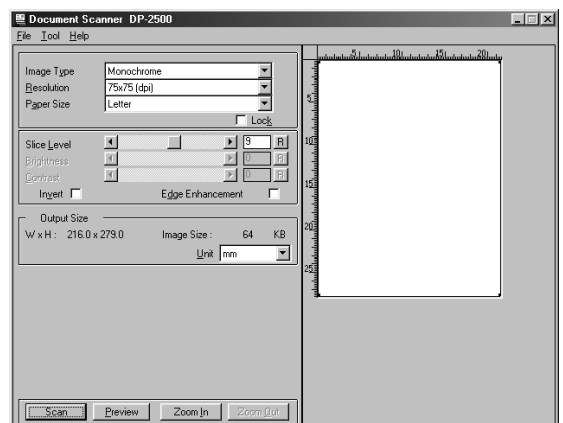
## ■ Select Source

Select a TWAIN-compatible device for scanning documents.

---
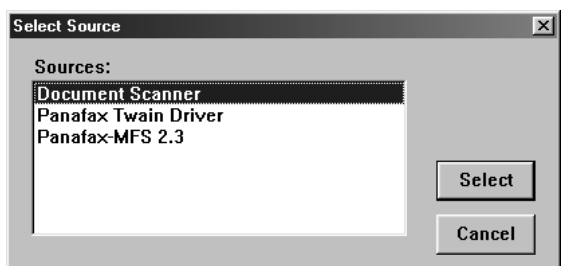
NOTE • See "Document Scanner" (See page112) for operation of scanner.

## ■ Print

Print a document selected in the document window.
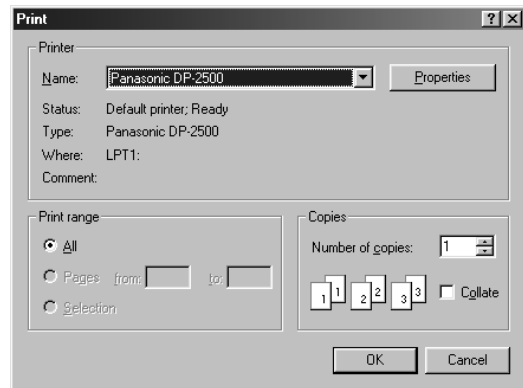
## ■ Print Setup

Specify layout and printing size for a document to be printed.

① **Horizontal Position and Vertical Position**
Adjust the printing position on a sheet.

② **Print Size**
Select printing in original size or printing in accordance with the sheet size.

③ **N in 1**
Select for printing reduced pages on one sheet.
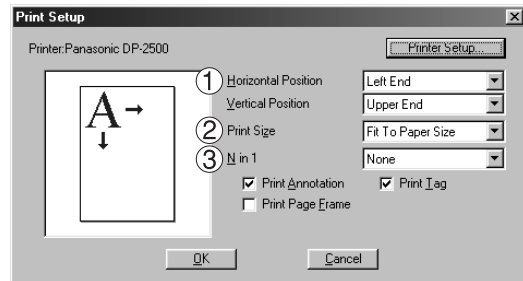
NOTE • **Print Setup** specifies printing or not printing annotations edited in the Document Viewer. See "Annotation Menu" (See page 129) for details of annotation.

# Document Manager

## ■ Launch to another application

Opens a document selected in the document window with a specified application.

Selecting **External Application Setup** displays a dialog box for adding/changing/deleting the application.
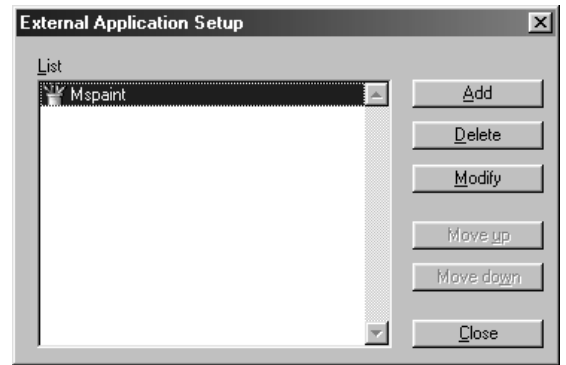
Clicking the **Add** button displays a dialog box to Add External Application.
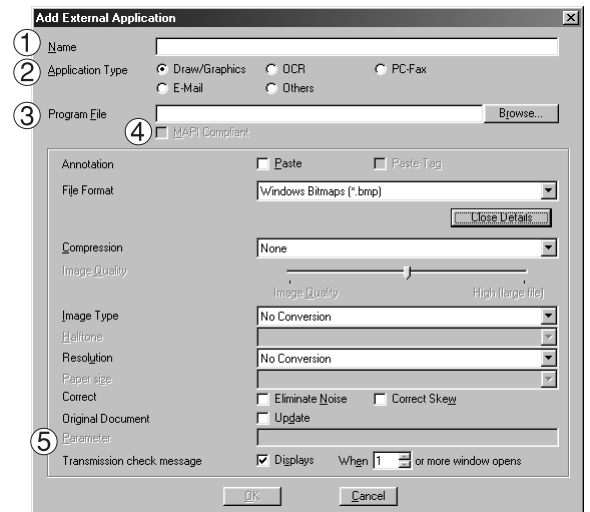
### ① **Name**

If an external application is specified, the name in this field appears on a link icon.

### ② **Application Type**

Specify the application type.

### ③ **Program File**

Specify the execution file of an application.

### ④ **MAPI Correspondence**

Check here if the E-mail application is compatible with MAPI.

### ⑤ **Parameter**

If the E-mail application is incompatible with MAPI, adding a parameter here allows automatic activation of a transmission screen.

---

| NOTE | • See "Setting Plug-in"  (See page 101) for specifying an external application. |

## ■ Trash Can

### Open Trash Can

Opens the Trash Can and displays any files.  Selecting documents and clicking the [ Undo ] button restores documents that have been discarded.
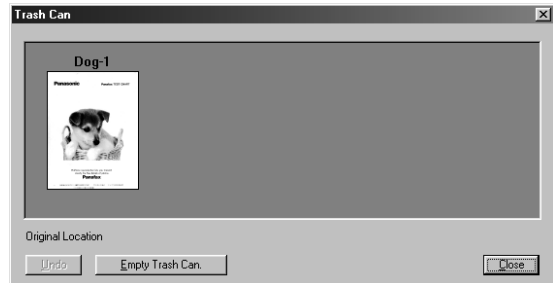


### Empty Trash Can

Deletes the files in the Trash Can.  If the documents are emptied from the Trash Can, they are permanently deleted.  They are not stored in the Recycle Bin.
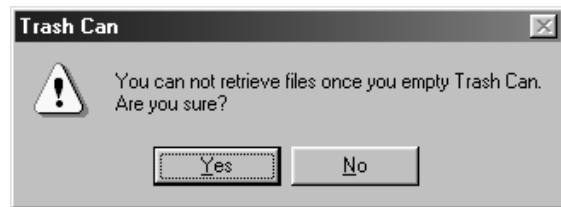
## Document Manager

### Edit Menu

#### ■ Undo

Undo the last editing operation done.

#### ■ Cut

Delete a selected document from a folder and copy it to the clipboard.

#### ■ Copy

Copy a selected document onto the clipboard.

#### ■ Paste

Paste a document from the clipboard onto a selected folder.

#### ■ Delete

Delete a selected document from a folder to the Trash Can. A confirmation message for deletion appears.

#### ■ Select All

Select all documents in the folder.

#### ■ Find

Search for documents by specifying a document name, creation date, or character string in the document.

---
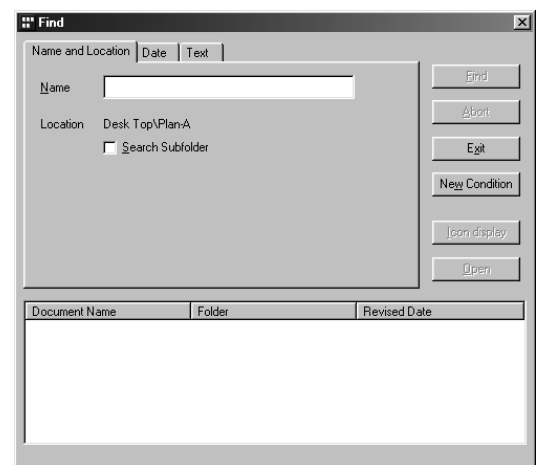
## View Menu

### ■ Tool Bar

Switch between displaying/hiding the tool bar.

### ■ Status Bar

Switch between displaying/hiding the status bar.

### ■ List Format/Thumbnail Format

Switch between list display and thumbnail display in the document window.
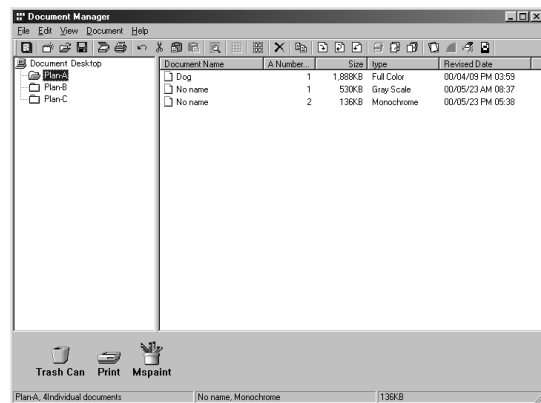
### ■ Arrange Documents

Arrange documents in the document window by specified order. Sorting by name, by type, by size, or by date is selected.

### ■ Line Up Documents

Line up the documents in the document window.

# Document Manager

## Document Menu

### ■ Open

Open a selected document.  Activates the Document Viewer (See page 119) and opens a document for editing.
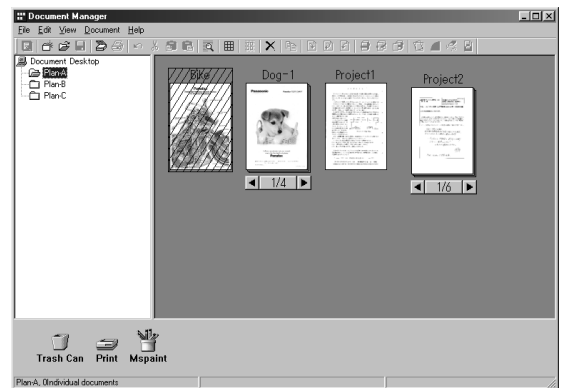


### ■ Duplicate

Makes a copy of the selected document in a folder.
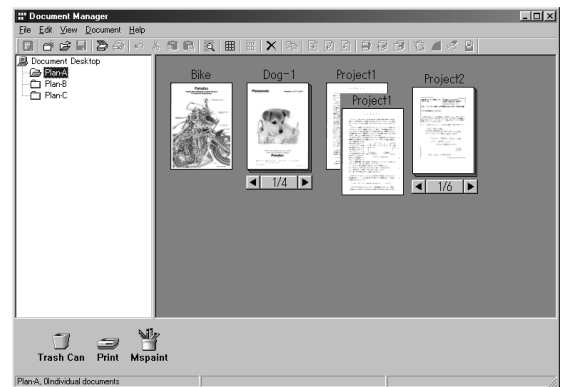


### ■ Rotate Object

Rotate the selected document.
  90˚ Clockwise
180˚
  90˚ Counterclockwise
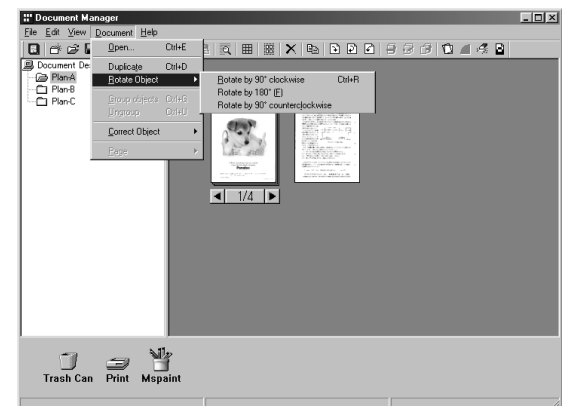


### ■ Group Object

Makes a group of two or more selected documents.  The grouped documents are indicated by page number and ◀ and ▶ buttons at the bottom of a thumbnail image. Clicking the buttons turns the pages.

## ■ Ungroup

Cancel the grouping for grouped documents.  Either dividing all pages into individual documents or releasing only specified documents from a group can be selected.
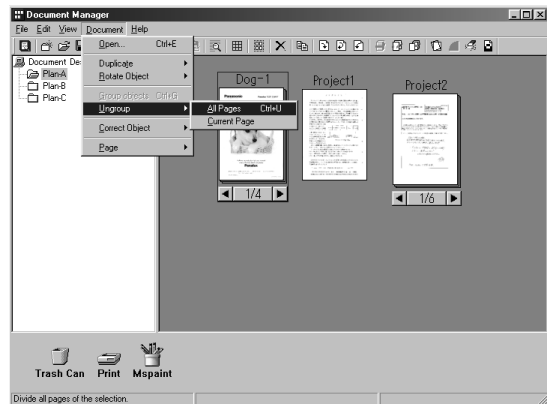


## ■ Enhancement

Apply the following correction to a selected document:

| | | |
|---|---|---|
| **Correct Skew** | : | Detect any inclination of a document and automatically correct it. |
| **Enhance Edge** | : | Enhance edge (border) of image. |
| **Eliminate Noise** | : | Remove noise on a document. |
| **Invert Colors** | : | Display image in reverse. |

## ■ Page

Select pages to be displayed in thumbnail among grouped documents.
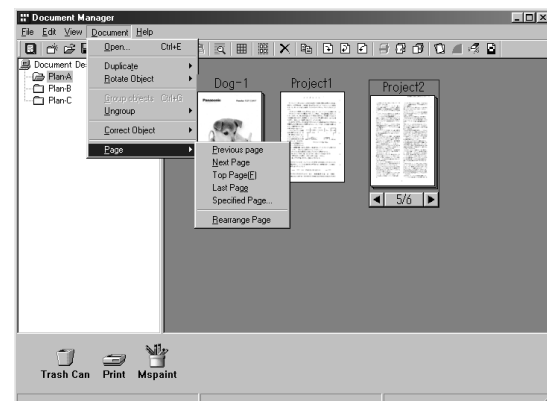


Selecting **Rearrange Pages** displays the page sorter dialog box.  The order of the pages are changed by selecting, dragging and dropping the pages.
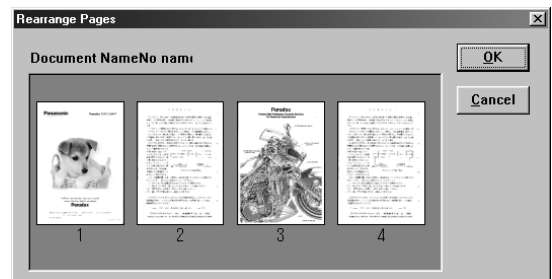
# Document Scanner

## Main Window

Upon image scanning, an image is imported directly into a document using a TWAIN-compatible application (image editing software, etc.).
Selecting **Acquire Image...** in the **File** menu displays a dialog box for the Document Scanner.



---
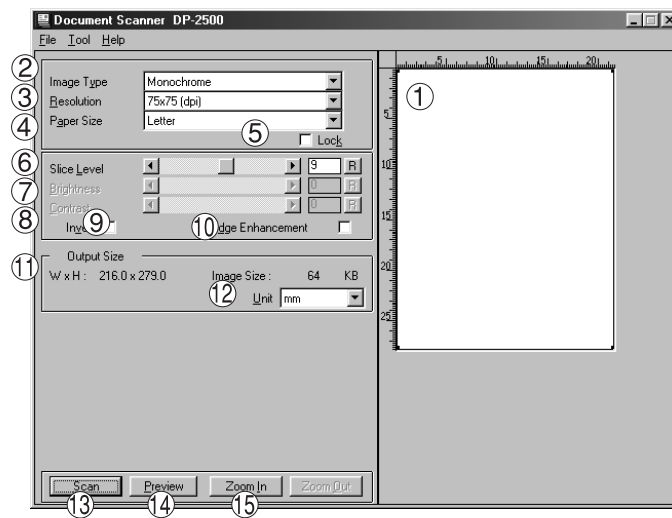
| NOTE | • The menu for operating the Document Scanner (scanner driver) depends on the application.  Refer to the manuals of the application for details.<br>• If a TWAIN-compatible application has not been installed, select **Document Scanner** from the **Start** menu. |

### ① **Preview Window**

Displays an image after preview-scanning.  The scanning area (black frame) is specified on the displayed image.

Dragging the mouse in the preview window allows specifying the scanning area (black frame), changing the frame size, and moving the frame.

The black-frame area is displayed in values <Output Size>.

### ② **Image Type**

Select the type of image to be scanned.

The following four types of image scanning are selectable:

- **Monochrome image (no halftone correction)**

  A method suitable for an image containing mainly text and drawings.  Select this type when halftone correction results in a blurred image.

- **Halftone image (error diffusion)**

  This method, using no uniform pattern in halftone, is suitable for natural images such as photographs and produces smooth images.  The method, although requiring somewhat large file sizes, produces high-quality images in comparison to the dither method.

- **Halftone image (8x8 dot dither)**

  This method, which produces images with a unique uniform pattern, is suitable for photographs.  This method, with somewhat lower image quality, reduces file sizes.

- **Grayscale image (256 scales)**

  This method, best suitable to natural images such as photographs, produces tones with high fidelity by no halftone correction.  Compared to halftone image scanning, this method requires longer scanning times and results in larger file sizes.

### ③ **Resolution**

Select the resolution for scanning.

<Standard>, <Fine>, and <Super Fine> are resolution levels for FAX communication.

### ④ **Paper Size**

Select the size of originals to be scanned.  The size and orientation of the preview window changes according to the selected document size.

### ⑤ **Lock**

Fixes the size of the scanning area (black border) in the preview window, disallowing changing the size.

### ⑥ **Slice Level (valid only when monochrome is selected)**

Specify the value of distinction between monochrome for monochrome manuscript.  Adjust the value according to density of a manuscript to be scanned.

**Document Management System Section**

# Document Scanner

⑦ **Brightness (valid only when halftone or grayscale is selected)**
Adjust the brightness for halftone or grayscale documents.

⑧ **Contrast (valid only when halftone or grayscale is selected)**
Adjust the contrast (difference between dark and light) for halftone or grayscale documents.

⑨ **Invert**
Scan the image in negative.

⑩ **Edge Enhancement**
Scan the image with a highlighted edge.

⑪ **Output Size**
Displays size of the scanning image and the size of the scanned file.
The output size is determined by the size of the scanning area (black frame) in the preview window and the resolution.

⑫ **Unit**
Select the unit of measurement (mm, inch, or pixel).

⑬ Scan **button**
Scan an image into the document desktop.

⑭ Preview **button**
Perform preview scanning and display the image on the preview window.

⑮ Zoom In **/** Zoom Out **button**
Zoom in/out for a preview-scan image.

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## Tool Menu

■ **Adjustment - Gamma Curve**

Display a dialog box for adjusting the gamma (color strength characteristics) of an image. (valid only when halftone or grayscale is selected)
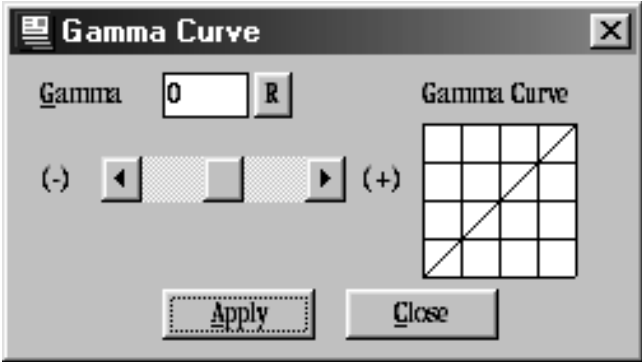
Adjust the gamma curve by dragging the slide bar or entering a value.

Moving the slide bar in the **+** direction reduces the difference between the highlight (light portion) and halftone. Moving the slide bar in the **-** direction reduces the difference between the shadow (dark portion) and halftone. In either case, the halftone becomes less prominent.

Click the Apply button to apply the changes.

| NOTE | **Adjustment** in the **Tool** menu becomes valid only if <Halftone> or <Grayscale> have been selected in <Image Type> on the main window. |
|---|---|

# Document Scanner

## ■ Adjustment - Highlight and Shadow

Displays a dialog box for adjusting the highlight and shadow. (valid only when halftone or grayscale is selected)
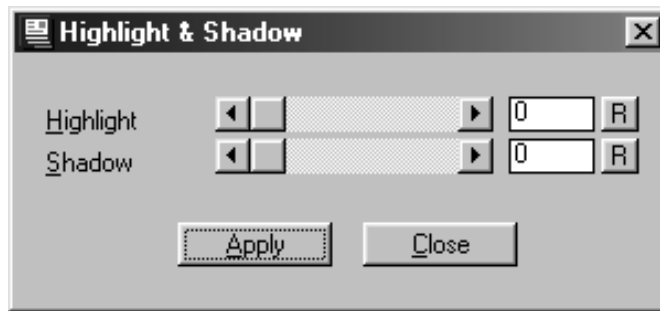
Adjust the highlight and shadow by dragging the slide bar or entering a value. Enhancing the highlight (bright portion) and the shadow (dark portion) makes clear shades on an image.
Click the [ Apply ] button to apply the changes.

## ■ Parameter Reset

Return all settings in the Document Scanner to standard settings (default).

## Image Scanning

Image scanning is performed by the following procedures:

**1** Activate TWAIN-compatible application.

**2** Select **Acquire Image...** in the **File** menu to display Document Scanner.

**3** Specify the image type, resolution, and paper size of a document to be scanned.

**4** Place a document on the Platen or ADF and click the ⎡ Preview ⎤ button. A preview-scanned image is displayed in the preview window.
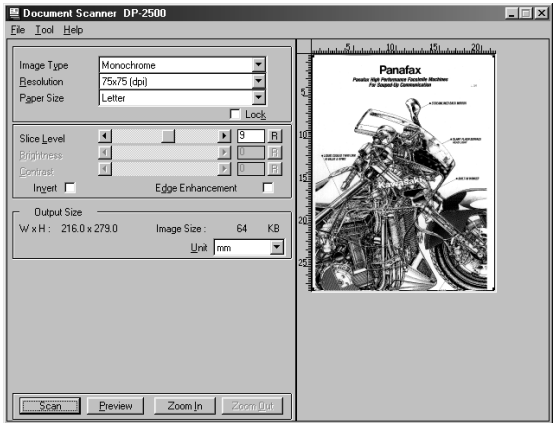
## Document Scanner

**5** Apply the following adjustments on the preview image:

- Drag the scanning frame (black frame) on the preview window to specify the scanning area. If an area has already been selected, double-clicking with Shift key held down selects the whole image.
- Clicking [ Zoom In ] / [ Zoom Out ] button zooms in/out a preview-scan image.
- Adjust the threshold value, brightness, and contrast (difference between dark and light portions) as required.
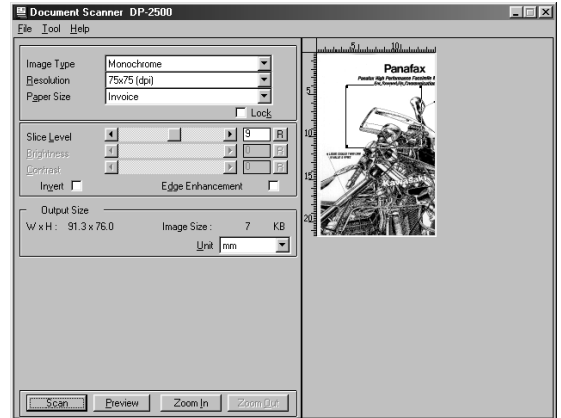


**6** Click the [ Scan ] button to scan an image into the document desktop.



---
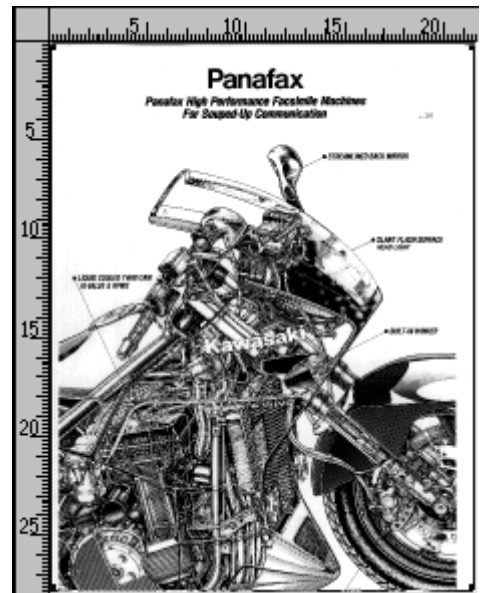
**NOTE**
- Adjust parameters for an optimum scanning image, with the view on preview image. Preview scanning can be repeated any number of times.
- Image scanning is only possible by the PC that the device is connected to directly through the parallel port.

# Document Viewer

## Main Window

The Document Viewer is an application for editing documents (image files) to be managed with the Document Manager (see page 97 ).  In addition to usual image editing, the program provides various editing capabilities for documents with a wide selection of annotation functions.

Double-clicking on the document (thumbnail) in the Document Manager screen or selecting **Open** in the **Document** menu displays the main window of the Document Viewer.
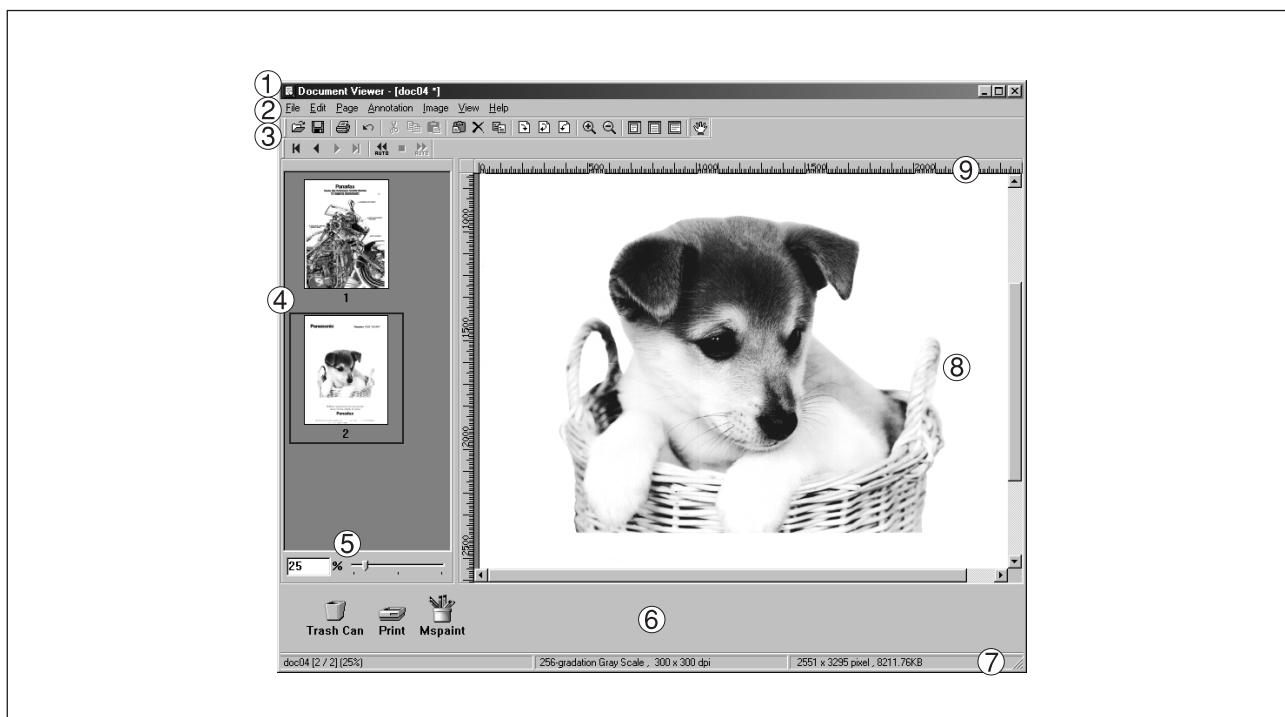
# Document Viewer

① **Title Bar**

Displays the title of the screen and the name of the image file being displayed.

② **Menu Bar**

Displays the menu of the Document Viewer.

③ **Tool Bar**

Displays the tool buttons of the Document Viewer.  Tool buttons correspond to functions of the menus in the menu bar.

④ **Page List**

Displays the pages of the documents as thumbnails (reduced image).

⑤ **Size Bar**

Adjusts the scaling of the display on the image window.

⑥ **Link Icon**

Dragging and dropping a document on a link icon activates the application corresponding to each icon.

⑦ **Status Bar**

Displays information such as image file name, image type, and size.

⑧ **Image Window**

Displays the image and annotations of the pages being selected.

⑨ **Ruler**

Displays the actual size of an image that is selected.  The unit of measurement is switched by **Ruler Unit** in the **View** menu.

## Basic Operations

### ■ Selecting Page

Selecting a page by clicking in the page list displays an image of the selected page on the image window.

Dragging and dropping a page in the page list can change the order of the pages.
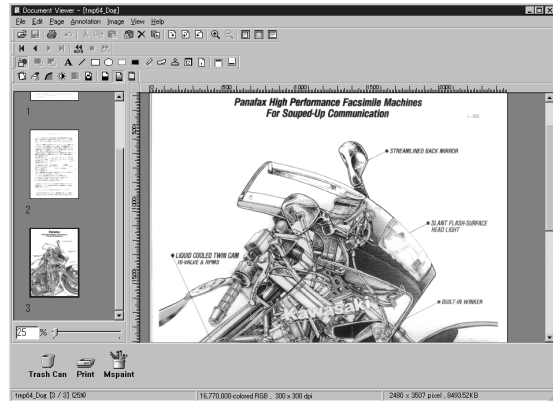
### ■ Image Editing

The image displayed in the image window is edited with the menu below:

**Edit** menu : Editing operations such as cutting, copying, pasting annotations added to an image.  Deleting, copying, and rotating the page.

**Image** menu : Image correction and color balance adjustment of the whole page.

### ■ Selecting Area

Dragging the mouse on the image window allows selection of a specific area in an image.  This function is used to save a specified area or specifying an area for annotation.
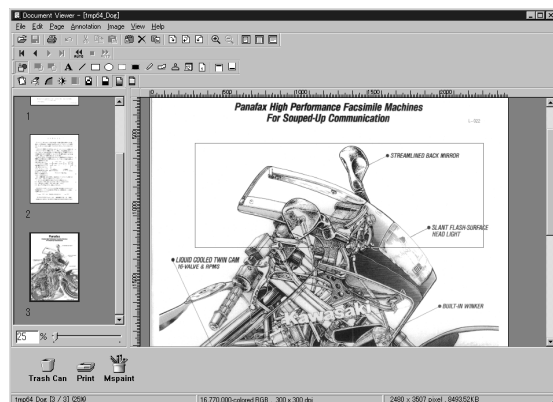
# Document Viewer

## Annotation Function

Document Viewer provides the functions for adding various graphics and text to an image. The graphics and text added to an image are called <Annotation>.

The annotation function, unlike usual image editing applications, does not change an image itself but lays graphics and texts onto an image. Annotations and the original image are displayed as one image.

Annotations are managed separately from image data. Therefore, the Document Viewer can switch between displaying and hiding annotations.
If an image is edited with the Document Viewer, and is exported (sent) to another image editing application, whether to attach the annotation to an image or not can be selected.



Annotation      Original image      Annotation added to the original image
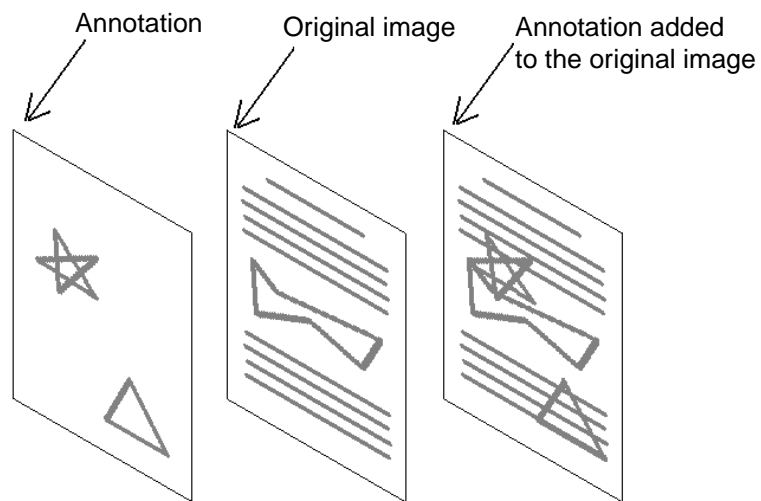
## File Menu

### ■ Open

Opens an image file saved in the computer.
Files of the following formats can be opened on the
Document Viewer.

**TIFF** : Tagged-Image File Format (TIFF)
**JPEG** : Joint Photographic Experts Group (JPEG) format
**BMP** : Windows standard bitmap format
**PNG** : Portable Network Graphics format
**DDM** : Document Manager file format
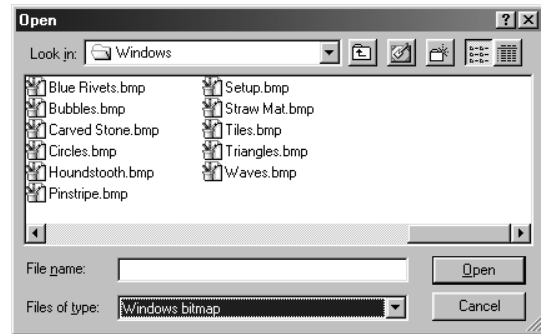
### ■ Save

Save a document being edited.

### ■ Save As

A document is saved as an ordinary image file under a
specified name.

**All pages** : Save all pages in the document.
**Specified pages** : Save only a specified page.
**Specified area** : Save only the portion specified in the
image window.
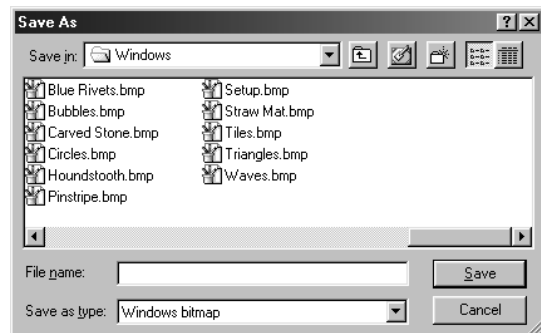
Document Viewer saves a file in the following formats:

**TIFF** : Tagged-Image File Format (TIFF)
**JPEG** : Joint Photographic Experts Group (JPEG) format
**BMP** : Windows standard bitmap format
**PNG** : Portable Network Graphics format
**DDM** : Document Manager file format

# Document Viewer

## ■ Print

Prints a document under the editing operation. For a document containing two or more pages, pages from-to can be specified for printing.
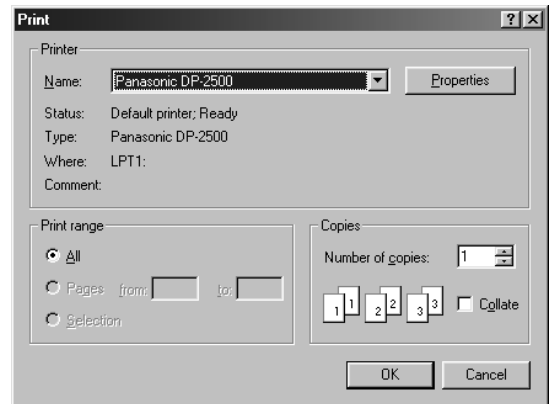
## ■ Print Setup

Specify the layout, printing size, and printing of annotations for a document to be printed.

① **Vertical position and horizontal position**
Adjust the printing position on a sheet.

② **Print size**
Select printing in original size or printing in accordance with sheet size.

③ **N-in-1 printing**
Select for printing two or more reduced pages on one sheet.
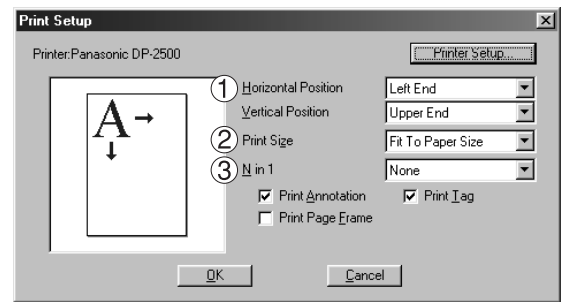
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• N-up printing (N in 1) can be selected on the printer driver (see pages 21 and 34).

## ■ Launch to another application

Opens a document selected in the document window with a specified application.
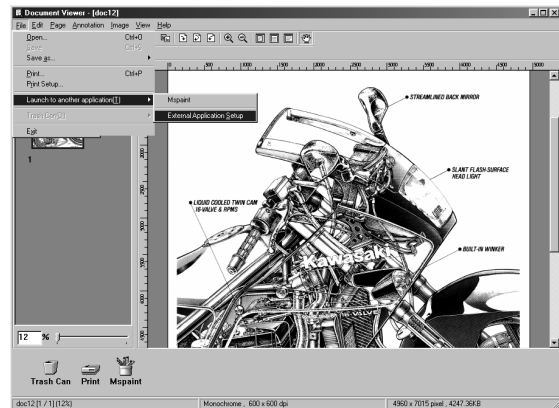


Selecting **External Application Setup** displays a dialog box for adding/changing/deleting the application.
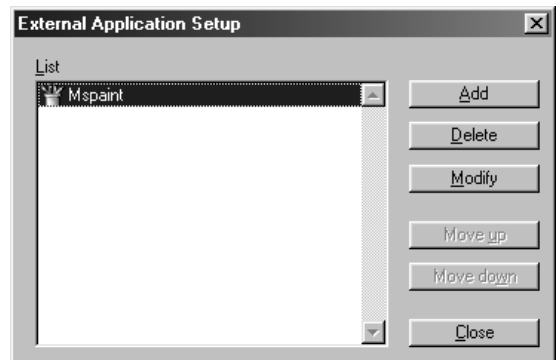


Clicking the **Add** button displays a dialog box to Add External Application.

① **Name**
If an external application is specified, the name in this field appears on a link icon.

② **Application Type**
Specify the application type.

③ **Program File**
Specify the execution file of the application.

④ **MAPI Compliant**
Check here if the E-mail application is compatible with MAPI.

⑤ **Parameter**
If the E-mail application is incompatible with MAPI is used, adding a parameter here allows automatic activation of a transmission screen.

---
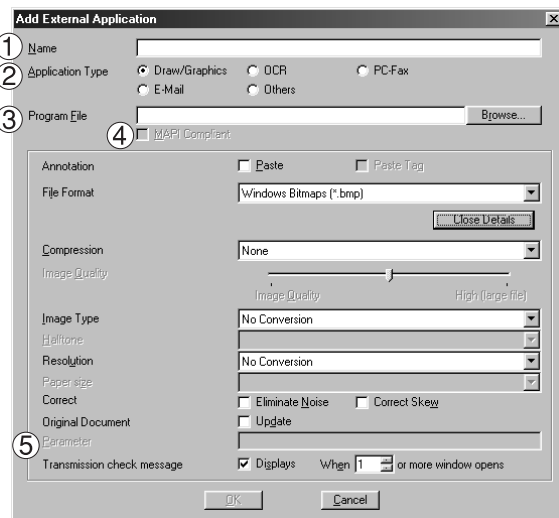
**NOTE**    See "Setting Plug-in"  (See page101) for specifying an external application.

# Document Viewer

## ■ Trash Can

### Open Trash Can

Opens the Trash Can and displays any files.  Selecting documents and clicking the  Undo  button retrieves documents that has been discarded.
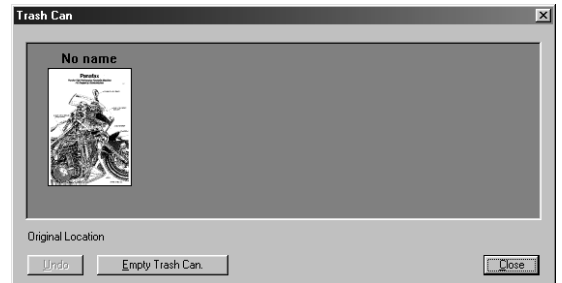
### Empty Trash Can

Deletes the files in the Trash Can.  If the documents are emptied from the Trash Can, they are permanently deleted.  They are not stored in the Recycle Bin.
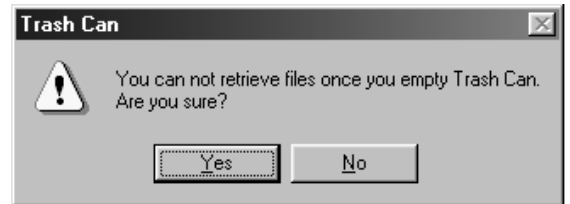
## Edit Menu

### ■ Undo

Undo the last editing operation done.

### ■ Delete

Delete a selected annotation.

### ■ Cut

Delete a selected annotation from a folder and copy it to the clipboard.

### ■ Copy

Copy a selected annotation onto the clipboard.

### ■ Paste

Paste an annotation from the clipboard onto a selected page.

### ■ Copy Page to Clipboard

Copy the entire page selected onto the clipboard.

### ■ Delete Page

Delete a selected page to the trash can.

### ■ Duplicate Page

Make a duplication of a page and add it to the end of the last page.

### ■ Rotate Page

Rotate the selected page.

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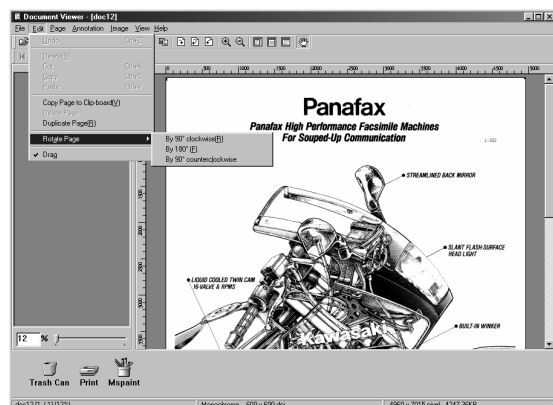
# Document Viewer

## Page Menu

### ■ Next Page

Display the next page.

### ■ Previous

Display the previous page.

### ■ First

Display the first page.

### ■ Last

Display the last page.

### ■ Go To

Display a specified page.  A dialog box for specifying the page is displayed.



### ■ Auto Paging

Turns the pages automatically.

**Forward** : Turns the pages forward.
**Reverse** : Turns the pages in reverse.
**Stop**    : Stop automatic page turning.
**Setup**   : Displays the setup dialog box for automatic page turning.
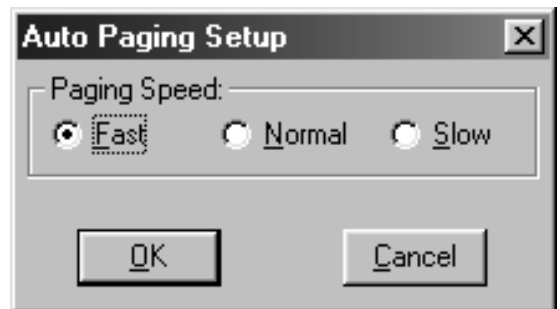


### ■ Move To

Displays pop-up menu for changing page order.  Allows changing order of pages by moving selected page to a specified position.
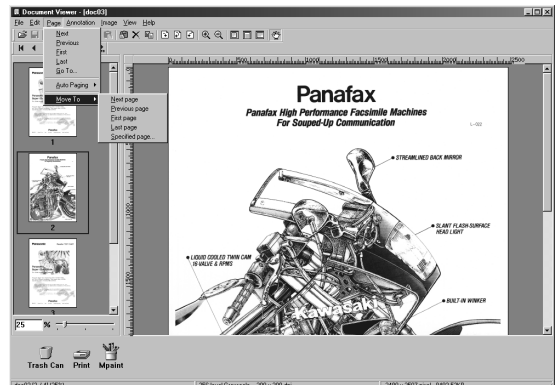
## Annotation Menu

### ■ Display Annotation

Switch between displaying and hiding the annotation.

### ■ Header

Creates a header annotation.  Selecting header annotation displays a header-specifying frame.  If an annotation such as graphics and texts are created within the displayed frame, the frame is managed as a header.
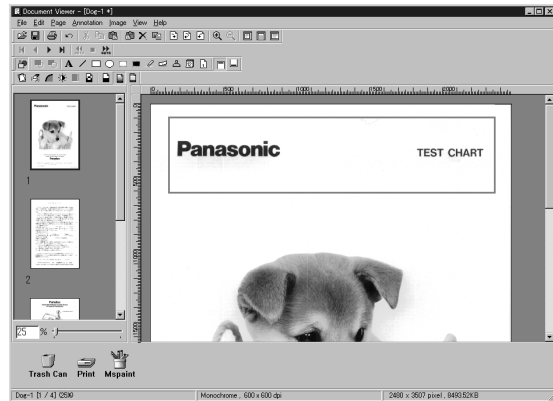


### ■ Footer

Creates a footer annotation.  Selecting footer annotation displays a footer-specifying frame.  If an annotation such as graphics and texts are created within the displayed frame, the frame is managed as a footer.
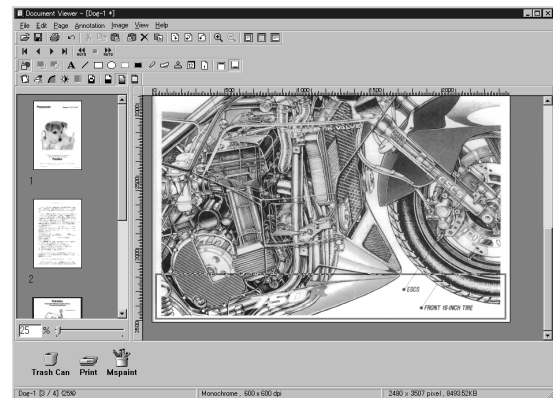


### ■ Move Forward

Moves a selected annotation to the top layer.

### ■ Move Back

Moves a selected annotation to the bottom layer (behind any other annotations).

# Document Viewer

## ■ Text

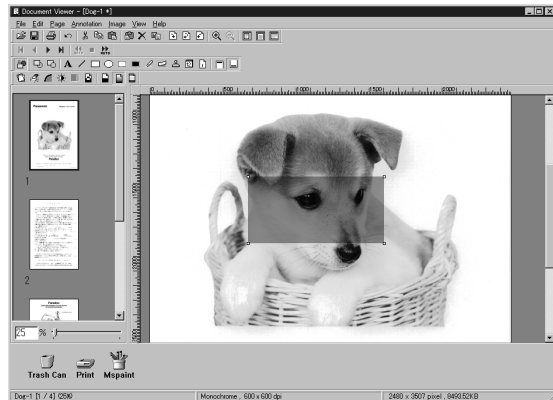Creates a text annotation.  Select text annotation in annotation menu (or tool button), and drag the mouse in the image window to specify the display position.

A dialog box for text setup will appear.

Enter the text to display, and then specify text color and font.
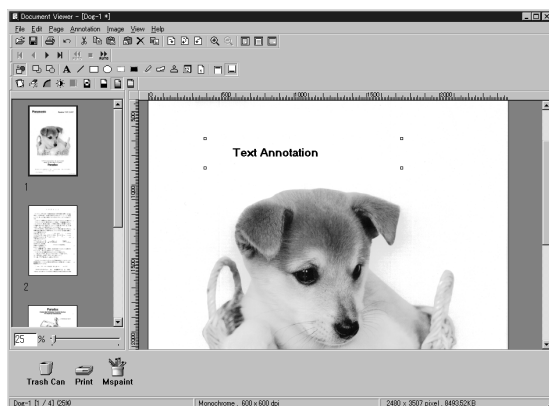


## ■ Line

Creates a line annotation.

Select line annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw lines.



---
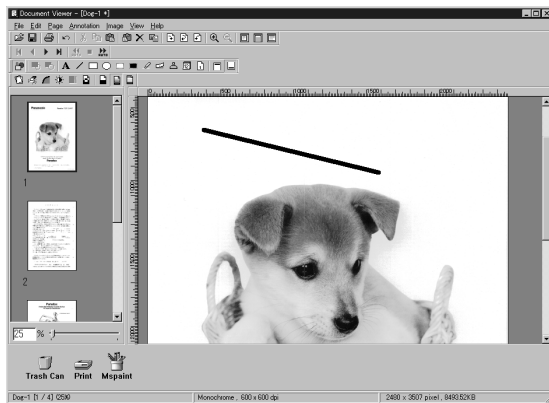
| NOTE | • For specifying text font and colors, select the drawn text and select **Properties** in the **Annotation** menu (See page 135).  The Text Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn text. |
| --- | --- |
| | • For specifying the thickness and color of a line, select a drawn line and then select **Properties** in the **Annotation** menu (See page 135).  Graphics Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn line. |

## ■ Rectangle

Creates a rectangle annotation.

Select rectangle annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw a rectangle.
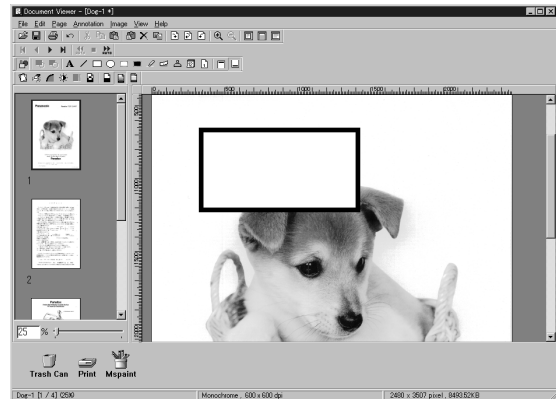


## ■ Ellipse

Creates an ellipse annotation.

Select the ellipse annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw an ellipse.
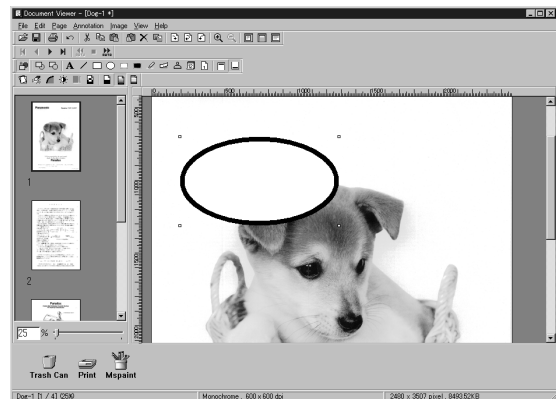
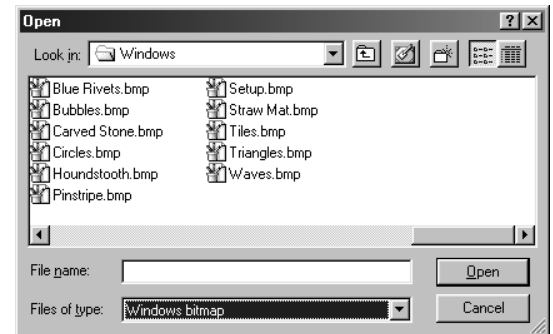| NOTE | • For specifying the thickness and colors of the rectangle, select the drawn rectangle and select **Properties** in the **Annotation** menu (See page 135).  The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.<br>• For specifying the thickness and colors of the ellipse, select the drawn ellipse and select **Properties** in the **Annotation** menu (See page 135).  The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure. |
|---|---|

# Document Viewer

## ■ White Block

Creates a white rectangle (solidly white-painted rectangle) annotation.

Select the white annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw a white rectangle.
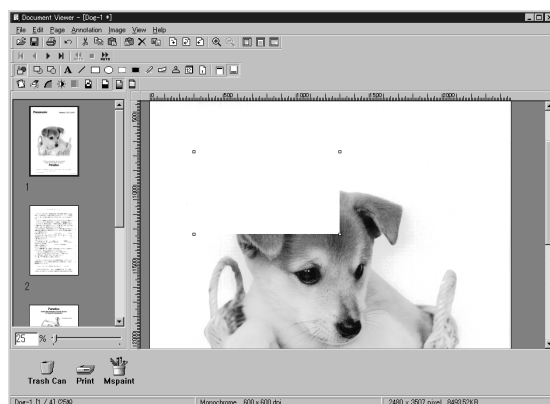


## ■ Black Block

Creates a black rectangle (solidly black-painted rectangle) annotation.

Select the black annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw a black rectangle.



---
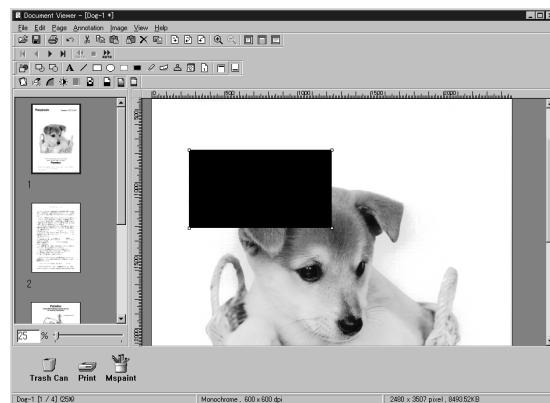
| NOTE | • For specifying lines and colors of solid white, select the drawn solid white rectangle and select **Properties** in the **Annotation** menu (See page 135). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure. |
|------|---|

• For specifying lines and colors of solid black, select the drawn solid black rectangle and select **Properties** in **Annotation** menu (See page 135). The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.

## ■ Marker

Creates a marker annotation.

Select the marker annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw a marker.



## ■ Label

Creates a label annotation.

Select the label annotation in the annotation menu (or tool button), and drag the mouse in the image window to draw label displays Text Format Setup dialog box.

Enter texts to display and specify text color and font.

---

| NOTE | • For specifying the color of a marker, select the drawn marker and select **Properties** in the **Annotation** menu (See page 135).  The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure.<br>• For specifying the color and font of a label, select the drawn label and select **Properties** in the **Annotation** menu (See page 135).  The Graphic Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn label. |
|---|---|

# Document Viewer

### ■ Stamp

Creates a stamp annotation.  The stamp annotation pastes another image file like a stamp.

Select the stamp annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the area, displaying the stamp dialog box.

Selecting the stamp allows drawing a stamp image.
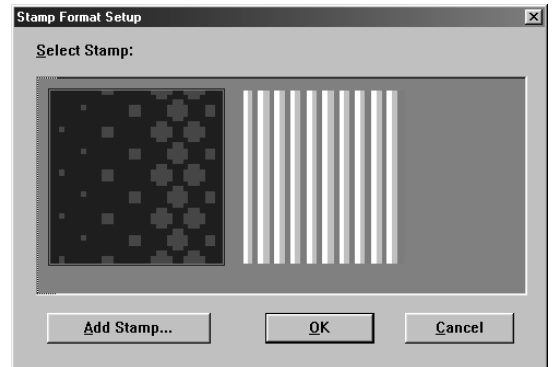


Clicking the [ Add Stamp ] button allows selecting image files to be used as a stamp.



### ■ Date

Creates a date annotation.

Select the date annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the area, displaying the Text Format Setup dialog box.

Specify the format, color, and font of the date to be displayed.
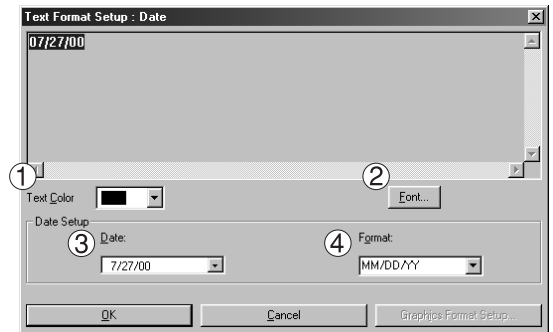


① **Text Color**

   Select the text color here.

② **Font**

   Specify the font here.

③ **Date**

   Specify the date here.  Selecting from the calendar or entering the date is selectable for data entry.

④ **Format**

   Specify the display format here.

---

| NOTE | • For specifying the color or font of the date, select the drawn date and select **Properties** in the **Annotation** menu (See page 135).  The Text Format Setup dialog box can be displayed also by selecting **Properties** in the pop-up menu, that appears by right-clicking on a drawn figure. |

## ■ Page Number

Creates a page number annotation.

Select the page number annotation in the annotation menu (or tool button), and drag the mouse in the image window to specify the area, displaying the text the settings dialog box.

Specify format, color, and font of the page number to be displayed.

① **Text input screen**

Enter the text here.

② **Text Color**

Select the text color here.

③ **Font**

Specify the font here.
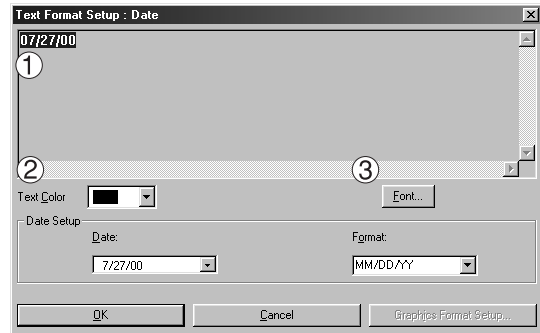
## ■ Text Format Setup

Opens the **Text Format Setup** dialog box.

Click on the drawn text, label, date or page number and select Properties to change the color and font of the text to be displayed.

① **Text input screen**

Enter the text here.

② **Text Color**

Select the text color here.

③ **Font**

Specify the font here.
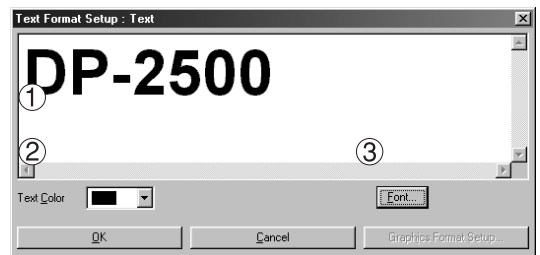
## ■ Graphics Format Setup

Opens the **Graphics Format Setup** Dialog box.

Click on the drawn figure and select Properties to change the thickness and colors of the lines.

① **Line Width**

Specify the thickness of the lines here.

② **Line Style**

Specify the types of lines here

③ **Line Color**

Specify the color of the lines here.

④ **Fill Color**

Select the color for solid painting here.
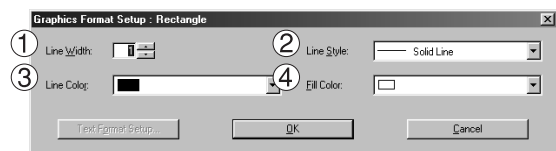
# Document Viewer

## Image Menu

### ■ Correct Skew

Detects the Skew of a document and automatically corrects it.  The dialog box of Correct Skew is displayed.

Adjust the Skew to be corrected by the slide bar.  If **Preview** has been checked, the adjustment result is displayed on the image window.

Clicking the ⌈ Detect Skew ⌋ button detects the inclination of the image automatically.
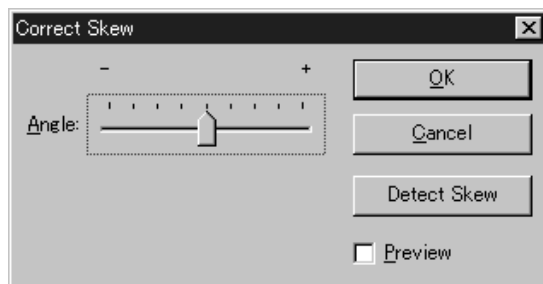
### ■ Eliminate Noise

Removes background noise from an image.  The dialog box of Eliminate Noise is displayed.

Adjust the level of background noise removal by sliding the bar.  If **Preview** has been checked, the adjustment result is displayed on the image window.
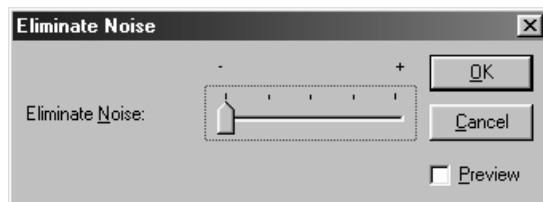
### ■ Enhance Edge

Enhance the edge (border) of an image.  (Valid only for grayscale or RGB color image)
The dialog box of Enhance Edge is displayed.

Adjust the level of edge enhancement by sliding the bar. If **Preview** has been checked, the adjustment result is displayed on the image window.

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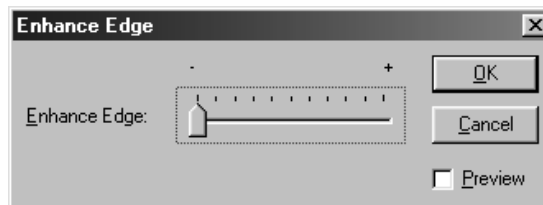
■ **Brightness/Contrast**

Adjust the brightness and contrast of an image. (Valid only for grayscale or RGB color image)
The dialog box of Brightness/Contrast is displayed.

Adjust the brightness and contrast by sliding the bar. If **Preview** has been checked, the adjustment result is displayed on the image window.
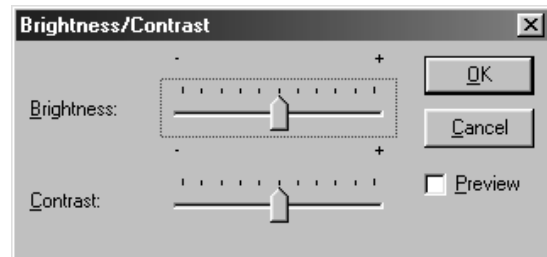
■ **Hue/Chroma**

Adjust the hue and chroma of an image. (Valid only for grayscale or RGB color image)
The dialog box of Hue/Chroma is displayed.

Adjust the hue and chroma by sliding the bar. If **Preview** has been checked, the adjustment result is displayed on the image window.
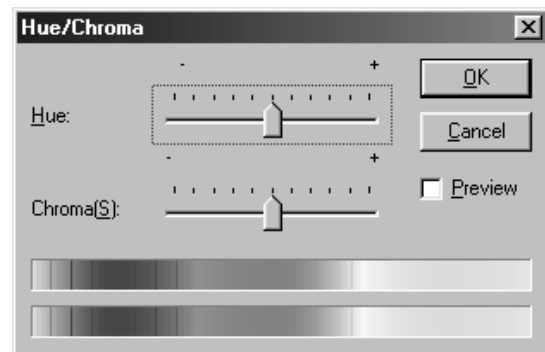
■ **Reverse Gradation**

Reverses the gradation of the selected page.

# Document Viewer

### ■ Monochrome

Converts the selected page into a monochrome image. The dialog box of Threshold Sizes is displayed.

Adjust the B/W Threshold by sliding the bar. If **Preview** has been checked, the adjustment result is displayed on the image window.
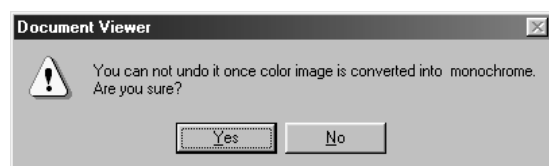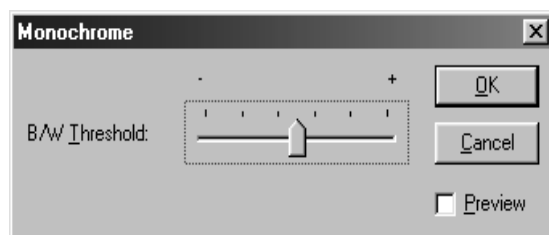
### ■ Grayscale

Converts the selected page into a grayscale image. A message appears upon converting a color image into monochrome, or grayscale.

### ■ RGB Color

Converts a selected page into a RGB color image.

---

## View Menu

■ **Grayscale Indication**

Selects grayscale display when displaying a monochrome image on the image window in reduced size.

■ **Picture Quality Precedence**

Switch the setting if making the image quality a higher priority than the displaying speed.

■ **Tool Bar**

Switch between displaying/hiding the tool bar.

■ **Status Bar**

Switch between displaying/hiding the status bar.

■ **Thumbnail Window**

Switch between displaying/hiding the thumbnail window.

■ **Ruler Unit**

Select the units of measurement used in the image window.

■ **Zoom In**

Increase the display scale on the image window.

■ **Zoom Out**

Reduce the display scale on the image window.

■ **Zoom Ratio**

Select the display scale on the image window.

**Document Management
System Section**

# Status Monitor

## Task Bar Display

The Status Monitor is a MFP utility that monitors and displays the current status of connected devices.
Upon activation of Windows, the icon of the status monitor appears on the System Tray.
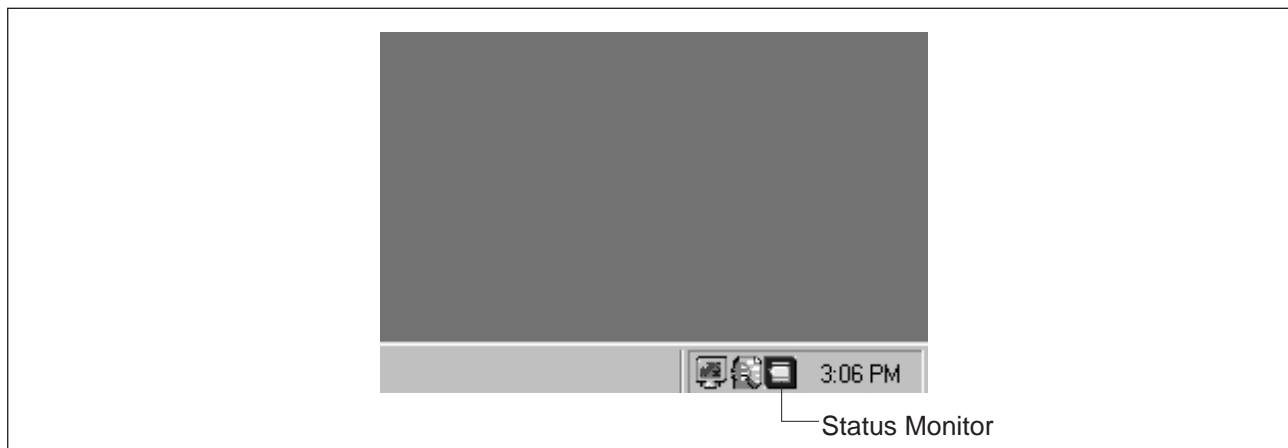


Status Monitor

The Status Monitor indicates the device status by icon lamp color as listed below.

| Lamp color | Status |
|---|---|
| Blue | Device is operational under standby, printing, copying status. |
| Yellow | Device inspection is required under initialization, running out of staples, open cover, paper jam, etc. |
| Red | Need for toner cartridge replacement, paper supply, or device failure. |
| Gray | Device is in off-mode. |

**NOTE**



Digital Copier Status Monitor

No responses from the device. Be sure the power is turned "On" and the printer cable is properly connected.

Retry    Cancel
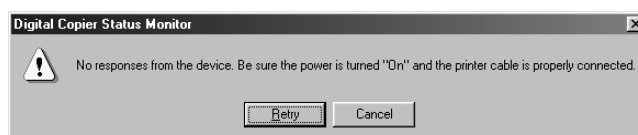
- Installing the Panasonic Document Management System adds the status monitor to the startup menu. If the power of the device is not turned on or the parallel cable is not connected when starting Windows, the error message shown above appears.
  Verify the power source and parallel cable and then press the [ Retry ] button.
- Connecting the device to a network server disables the status monitor.

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## Task Bar Menu

Right-clicking on the status monitor in the System Tray displays the dropdown menu as shown below:
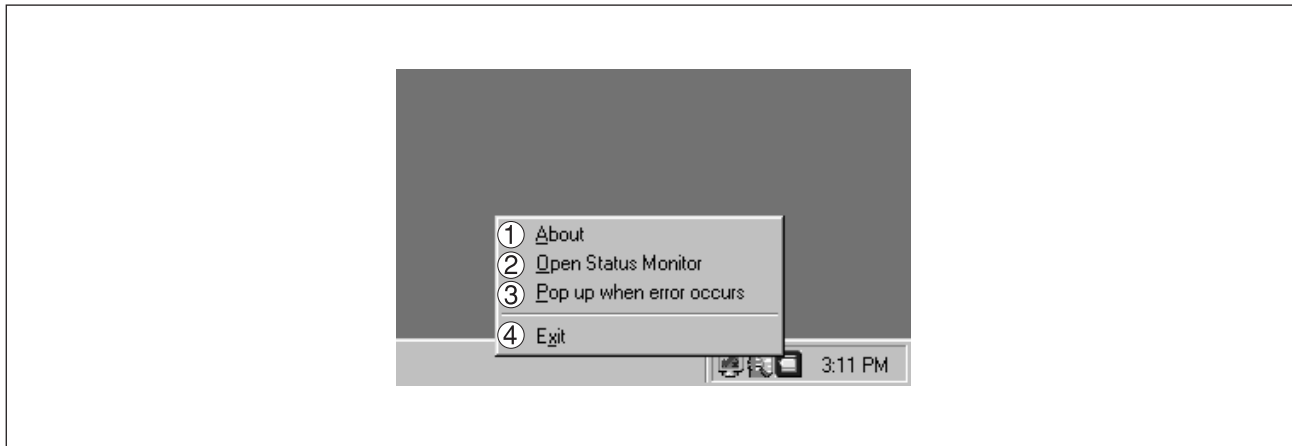


① **About**

Displays the version information about the status monitor.

② **Open Status Monitor**

Displays details about the current status of the device.

③ **Pop up when error occurs**

If the menu is selected, a checkmark appears or a pop-up error dialog box appears upon occurrence of an error.

Select the menu again for removing the check mark.

<Dialog box example>



④ **Exit**

Close the status monitor.

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# Status Monitor

## Display Status Details

Right-clicking the status monitor icon in the Task Bar and selecting **Open Status Monitor** in the dropdown menu displays a dialog box for the status monitor.

### ■ Status Tab
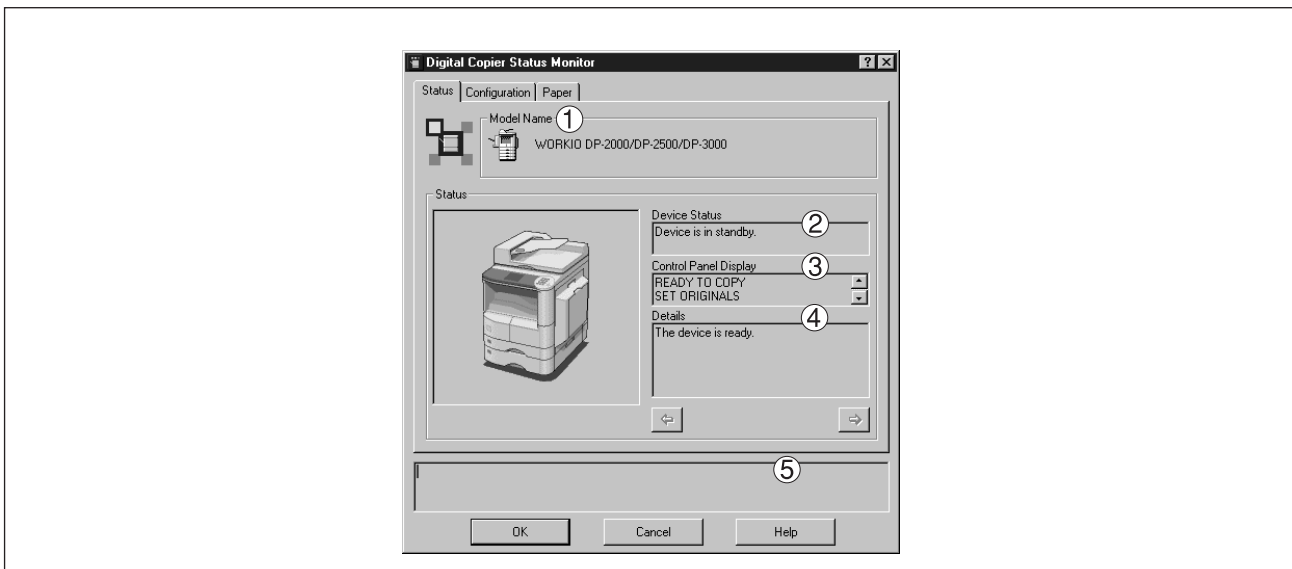


### ① Model
Displays the name and number of a connected device.

### ② Device Status
Displays the current status of the device.
If two or more items have been detected, clicking ◄ / ► buttons allows viewing all items.

### ③ Control Panel Display
Displays information as appear on the panel of the device.
If two or more items have been detected, clicking ▼ / ▲ buttons allows viewing all items.

### ④ Details
Displays the current status of the device in details.
If two or more items have been detected, clicking ◄ / ► keys allows viewing all items.

### ⑤ Status
Displays the communication status between the status monitor and the device.

## ■ Configuration Tab
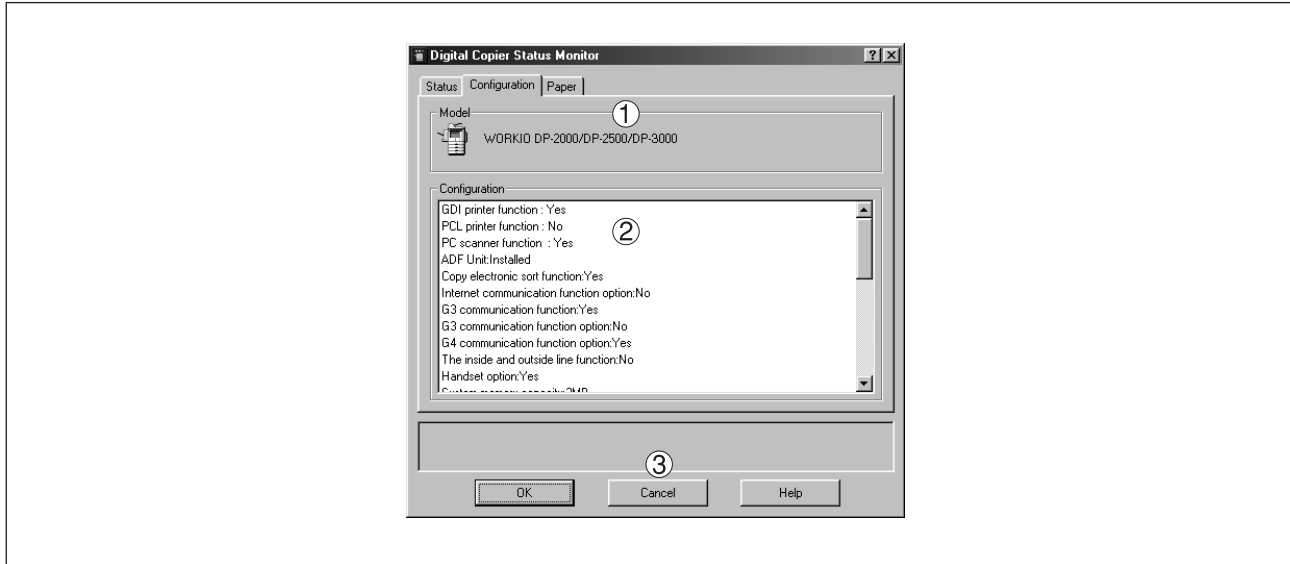


① **Model**

Displays the name and number of a connected device.

② **Configuration**

Display a list with the current device configuration (optional devices, etc.).

③ **Status**

Displays the communication status between the status monitor and the device.
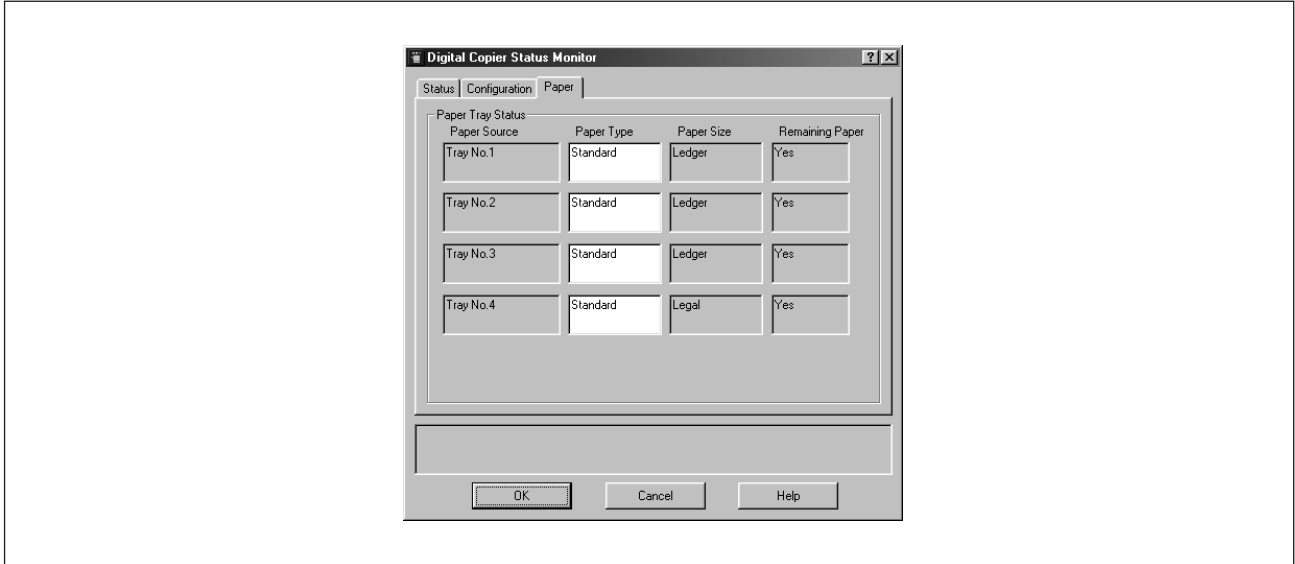
■ **Paper Tab**



The tab displays the type, size, and if there is any paper loaded in the paper tray.  A comment by the user can be entered freely in the <Paper Type> field.

---

**NOTE** • Changing the types of loaded paper does not change the comment in <Paper Type> unless it is rewritten by a user.

# Configuration Editor

## Main Window

This utility allows you to edit the machine configuration through the Parallel Port connected between the PC and the device.

Startup Windows, and select **Panasonic** → **Panasonic Document Management System** → **MFP Utilities** → **Configuration Editor** from the **Programs** in the **Start** menu to display the configuration editor dialog box.
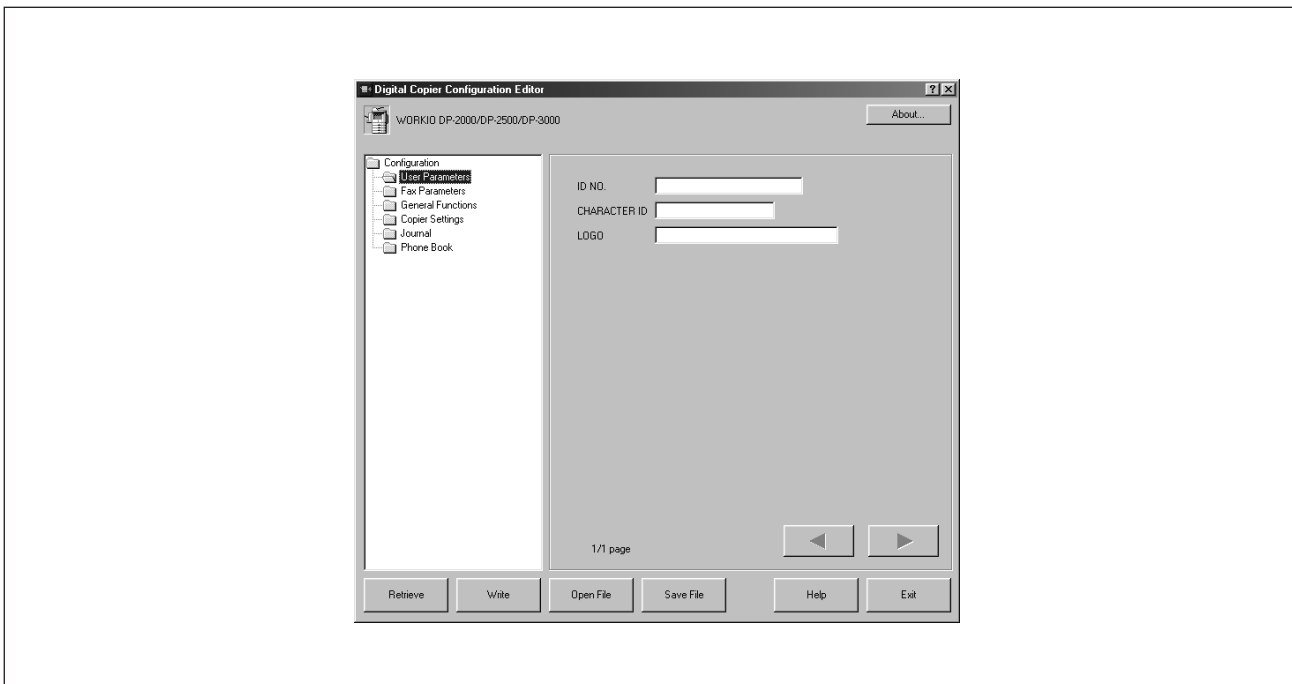


Each setting category appears as a folder on the left frame and the setting item appears on the right frame.

If the device is turned "Off" or not connected, a dialog box appears as below. You may select.

**Retry**          : After turned "On" the power or connected the device.

**Work Off-Line:** Edit the data from an existing file.

**Exit**           : Exit the program.



When there is more than 1 supported model series installed, a "Browse for Folder" dialog box appears as below.
Select the model series folder and click **OK.**

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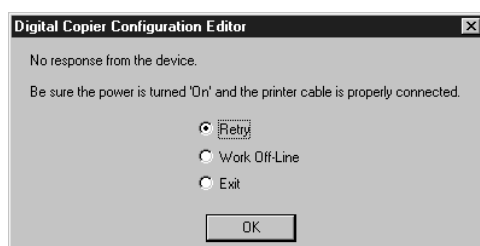
# Configuration Editor

| Retrieve | **button**

Retrieve the current settings of the selected folder from the device.

| Write | **button**

Write's the settings in the folder to the device.

| Open File | **button**

Opens the settings in the folder from a file.

| Save File | **button**

Saves the settings in the folder to a file.

| ◄ | **and** | ► | **buttons**

Switch between pages if the settings have two or more pages.

| Help | **button**

Displays the help screen.

| About... | **button**

Displays version information.

| Exit | **button**

Close the Configuration Edit utility. If the data has not been sent after being modified on the screen, a confirmation message for sending the data is displayed.

( **NOTE** )   • Only settings in the setting folder that are currently selected are applicable to retrieving/writing on the device, or retrieving/writing of a file.
   • Current settings of each folder are read from the device by double-clicking a folder in the left of the dialog box.
   • The setting menu's are different depending on the machine to be used with this MFP utility.

## User Parameters Folder

Specify the originating party name and telephone number, etc. to be registered on the device for fax communications.
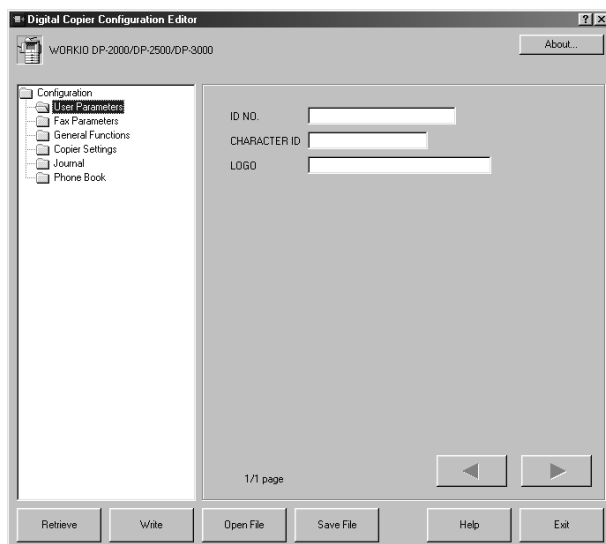
## Configuration Editor

### Fax Parameters Folder

Display or change the Fax Parameter Settings.
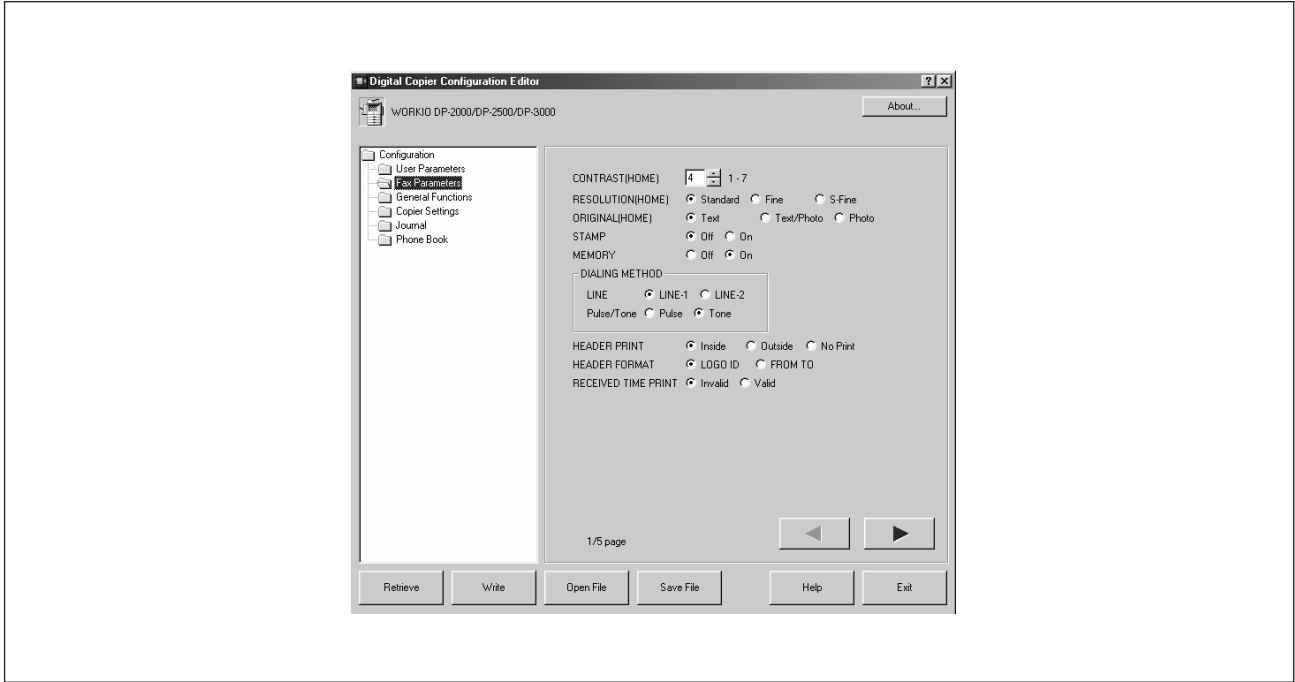
## Copier Settings Folder

Display or change the Copier Settings.
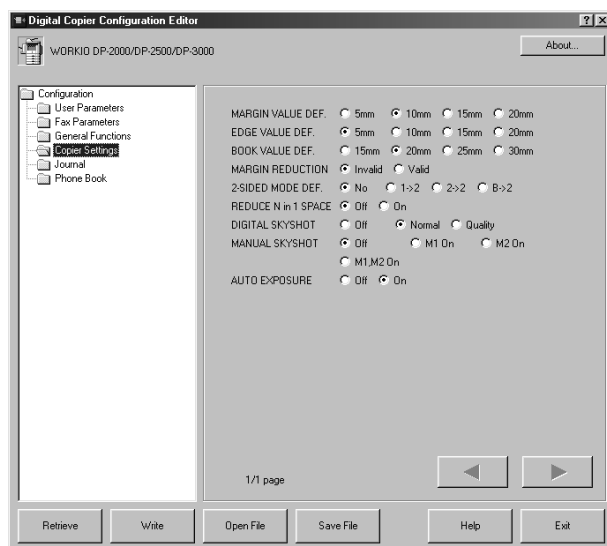
# Configuration Editor

## General Functions Folder

Display or change the General Functions.
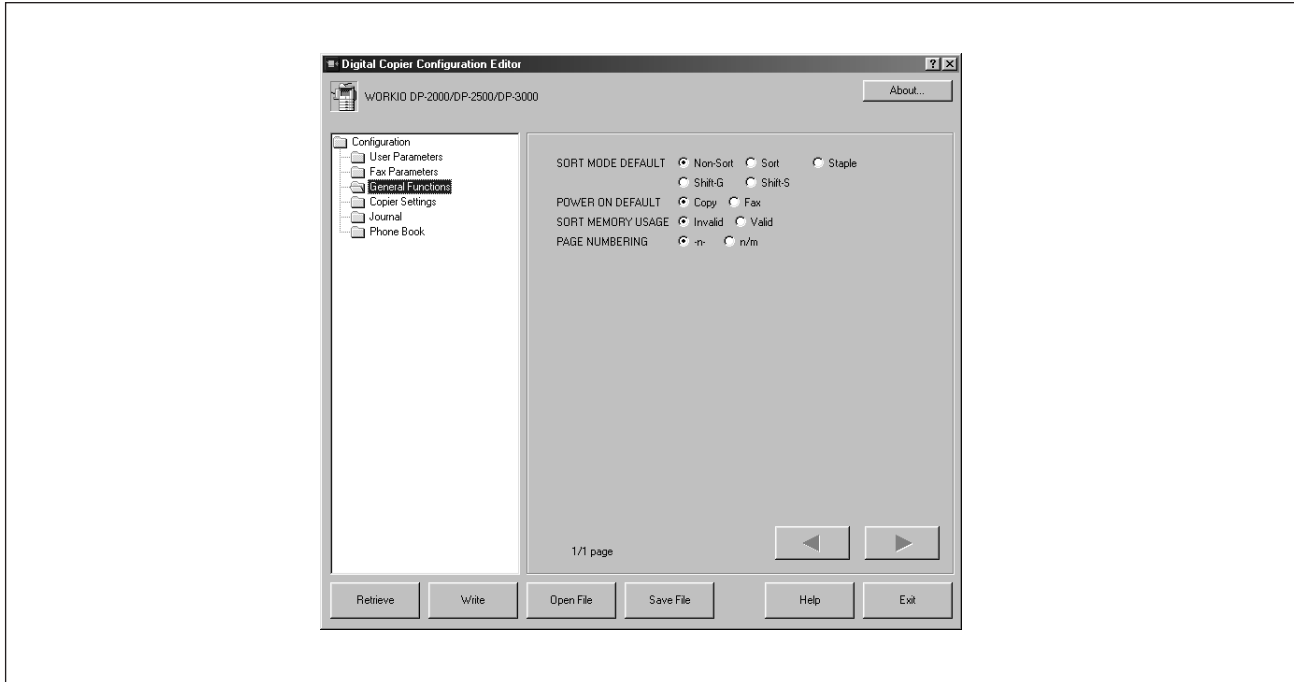
## Journal Folder

Display the Fax communication journal.
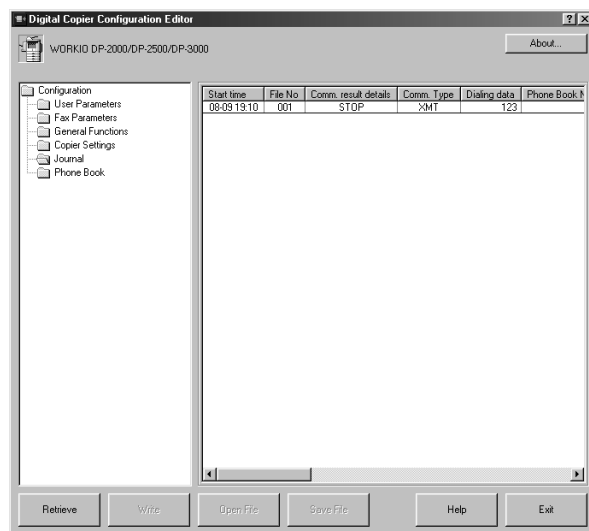
# Configuration Editor

## Phone Book Settings Shortcut Activation Folder

When the Phonebook Folder is selected the Phone Book Editor utility will be started.

# Phone Book Editor

## Features

This function allows registering, deleting, and modifying fax phone numbers in the main unit from a connected PC.

Registering, deleting, modifying fax numbers can be operated on the control panel of the machine.

The operation described on the left is controllable on a connected PC.
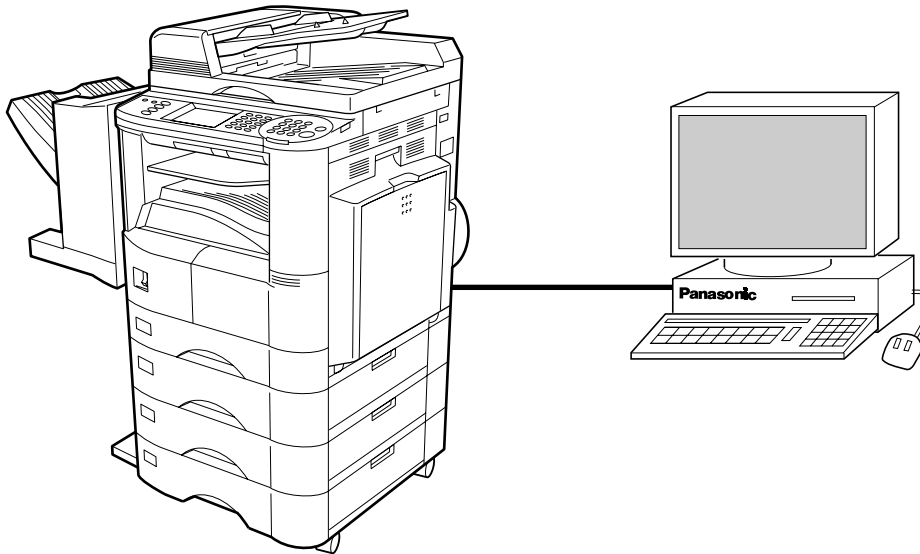
Features provided by the Phone Book Editor function are as follows:

| Retrieve/Write | Retrieve fax numbers in main unit to the PC, or send fax numbers from the PC to the main unit. | Page 157 |
|---|---|---|
| Open/Save File | Open or save fax numbers stored the PC. | Page 159 |
| Insert/Delete Entry | Insert or delete lines in the fax number list. | Page 161 Page 162 |

If the device is turned "Off" or not connected, a dialog box appears as below. You may select.

**Retry** : After turned "On" the power or connected the device.

**Work Off-Line:** Edit the data from an existing file.

**Exit** : Exit the program.
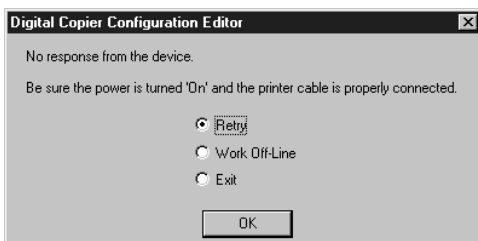
When there is more than 1 supported model series installed, a "Browse for Folder" dialog box appears as below.
Select the model series folder and click **OK.**

## Phone Book Editor

### Activation Procedure

Take the following steps to activate the phonebook editor software.

**1**



Start

①Click **Start** at the bottom left of the PC screen.
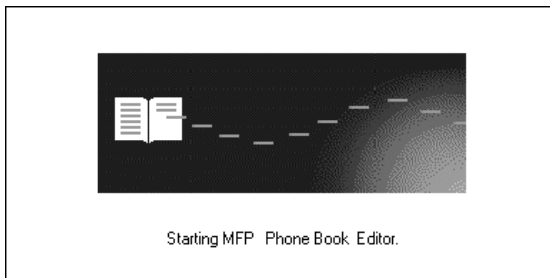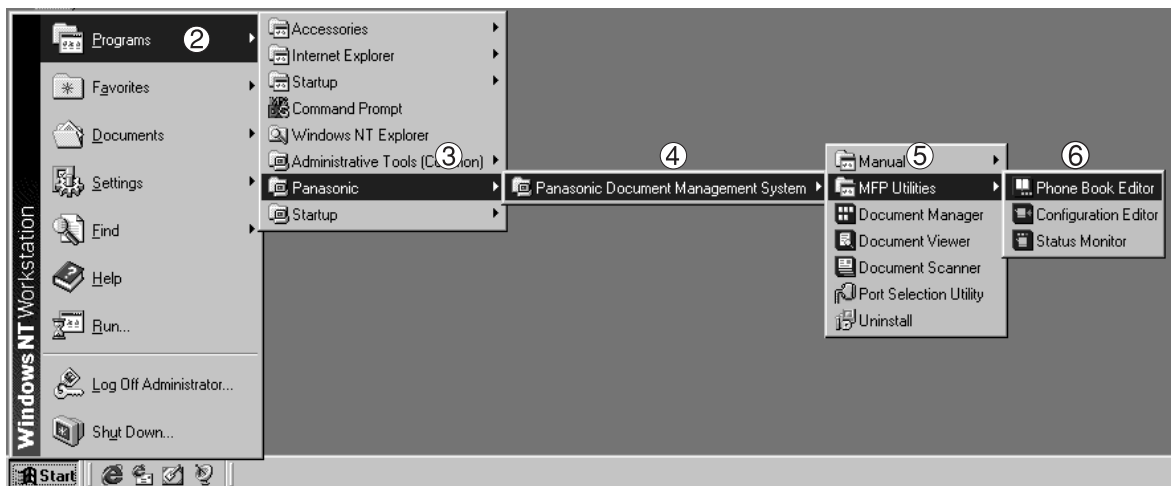


②Select **Programs.**
③Select **Panasonic.**
④Select **Panasonic Document Management System.**
⑤Select **MFP Utilities.**
⑥Select **Phone Book Editor.**
⑦Phone Book Editor splash screen appears and the Phone Book Editor program is activated.

## Main Window (For DP-2500/3000)

The screen shown below appears on the PC:
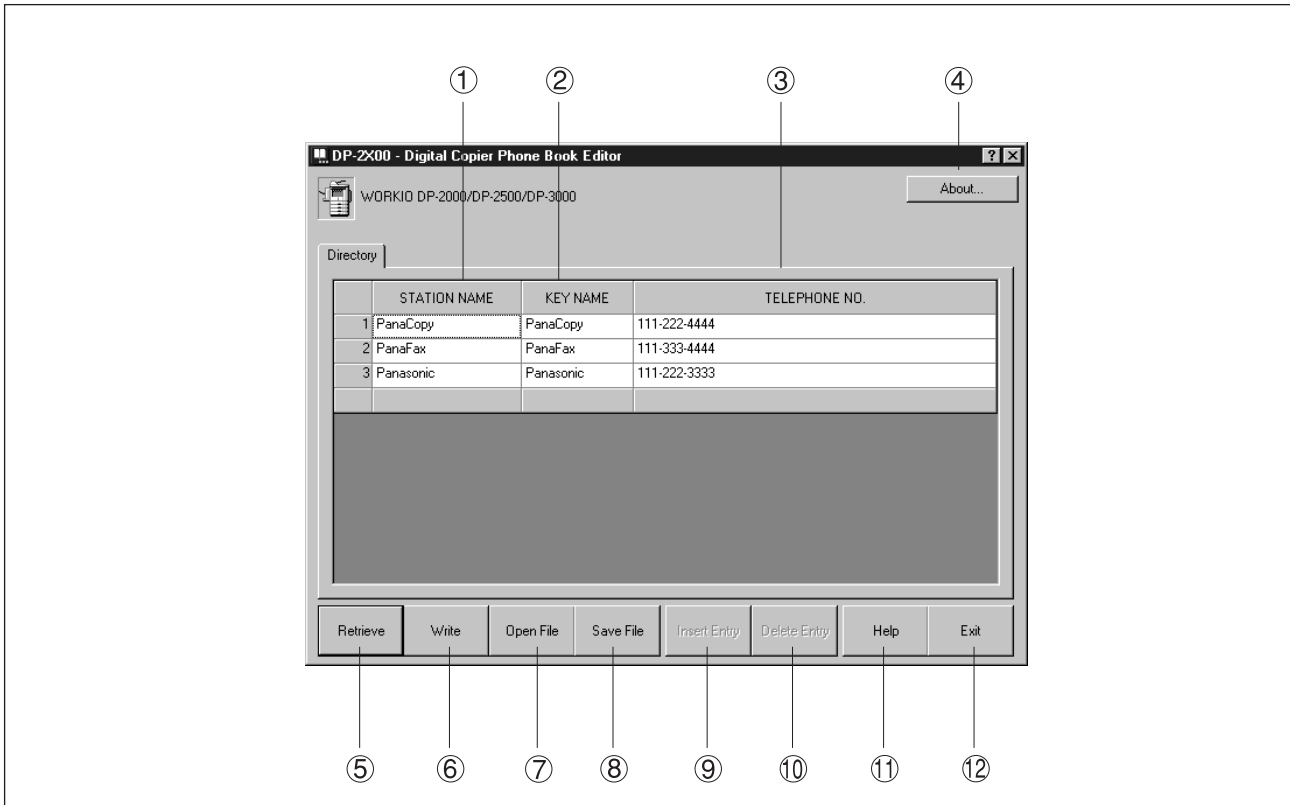


| No. | Indication | Description | Reference |
|---|---|---|---|
| ① | Station Name | Station name (Up to 15 characters) (Up to 200 stations) | — |
| ② | Key Name | Key name (Up to 10 characters) | — |
| ③ | Telephone No. | Telephone number (Up to 36 digits) | |
| ④ | About | Version information of software | — |
| ⑤ | Retrieve | Retrieve phonebook information from the connected device. | Page 157 |
| ⑥ | Write | Send phonebook information to main unit | Page 159 |
| ⑦ | Open File | Read phonebook information in PC | Page 159 |
| ⑧ | Save File | Save phonebook information onto PC | Page 159 |
| ⑨ | Insert Entry | Insert a line in the phonebook list | Page 161 |
| ⑩ | Delete Entry | Delete a line in the phonebook list | Page 162 |
| ⑪ | Help | Display help screen<br>• When an explanation about the operation is needed. | — |
| ⑫ | Exit | Close the phonebook editor software | — |

## Phone Book Editor

## Main Window (For DP-2000)

The screen shown below appears on the PC:
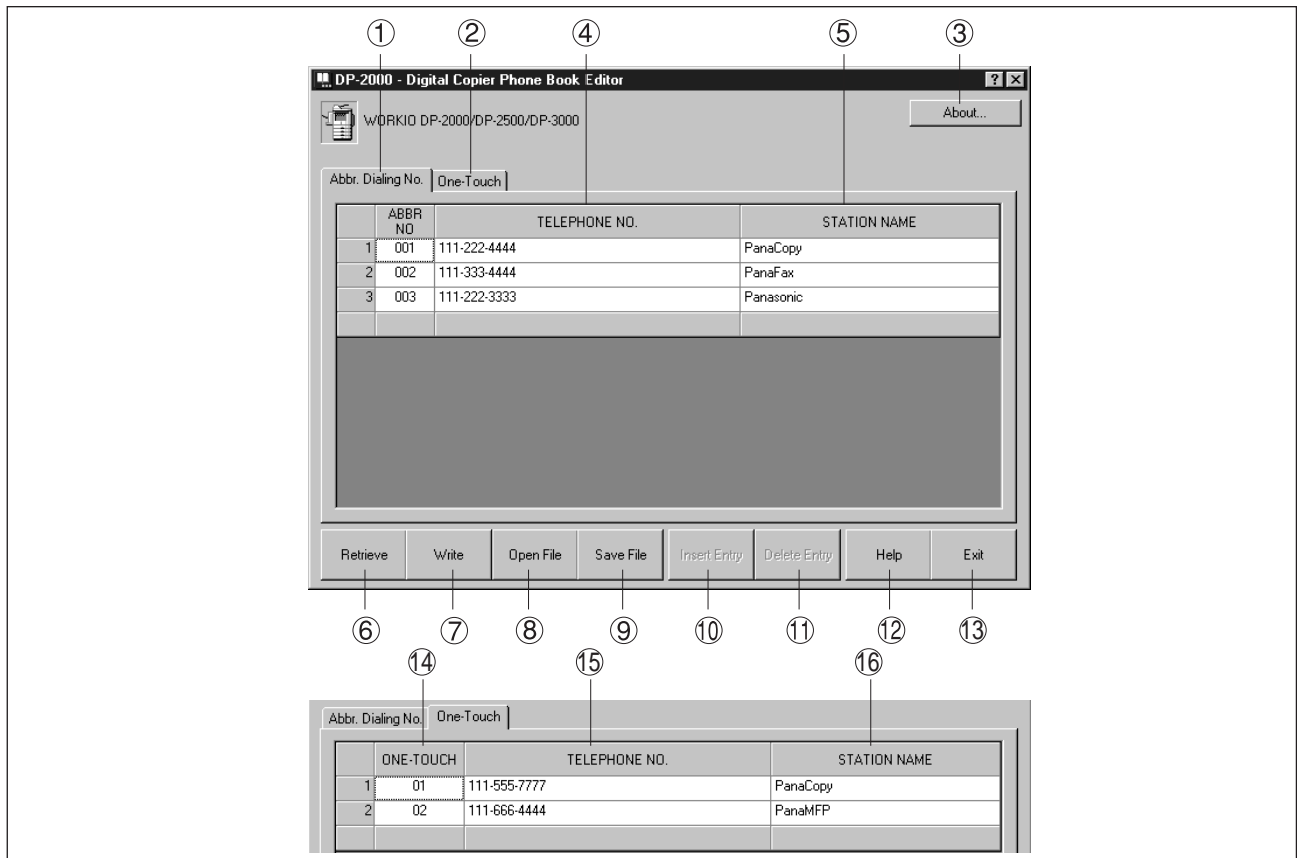


| No. | Indication | Description | Reference |
|---|---|---|---|
| ① | Abbr. Dialing No. Tab | Contains the abbreviated dialing number entries (Up to 175 stations) | — |
| ② | One-Touch Tab | Contains the One-Touch Key entries (Up to 20) | — |
| ③ | About | Version information of software | |
| ④ | Abbr. Dialing No. | Abbreviated Dialing Number | |
| ⑤ | Telephone No. | Telephone number (Up to 36 digits) | |
| ⑥ | Station Name | Station name (Up to 15 characters) | |
| ⑦ | Retrieve | Retrieve directory dialing information from the connected device. | Page157 |
| ⑧ | Write | Send directory dialing information to main unit | Page157 |
| ⑨ | Open File | Read directory dialing information in PC | Page159 |
| ⑩ | Save File | Save directory dialing information onto PC | Page159 |
| ⑪ | Insert Entry | Insert a line in the directory dialing list | Page161 |
| ⑫ | Delete Entry | Delete a line in the directory dialing list | Page162 |
| ⑬ | Help | Display an on-line help screen | |
| ⑭ | Exit | Close the Phone Book Editor program | |
| ⑮ | One-Touch | One-Tocuh Key | |

## Retrieve/Write

This function retrieves the fax numbers in the connected device by PC and writes fax numbers from the PC to main unit.

**1**
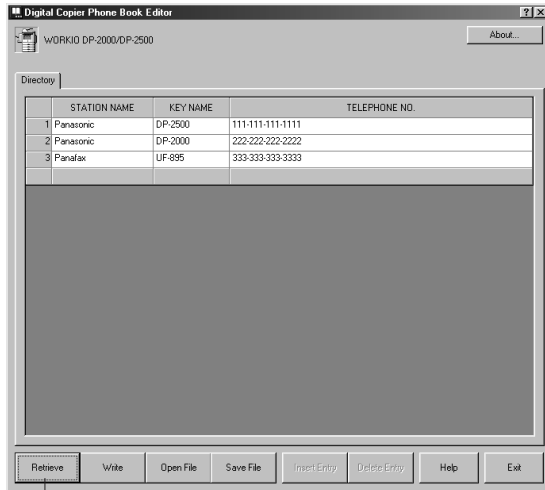
Click **Retrieve**.

Retrieve

**2**
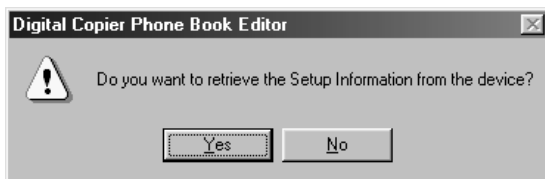
Click the [ Yes ] button.

**4**
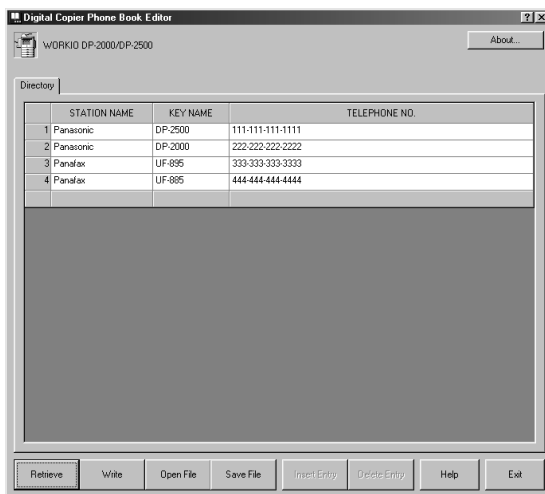
A list of fax numbers in the machine is displayed.

Modify and add destination names and dial numbers on this screen.

## Phone Book Editor

**4**
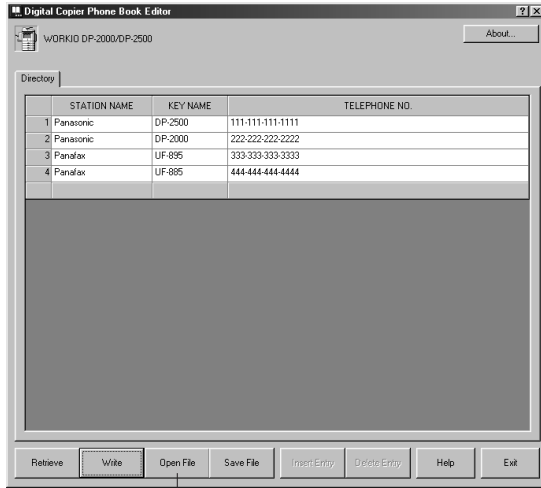


**Write**

Click **Write** after the editing is completed.

**5**



Click the Yes button.
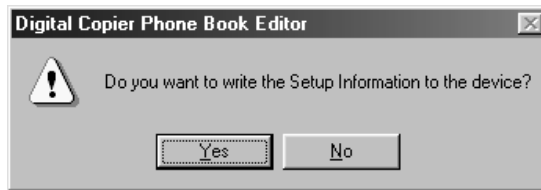
The phonebook information is written to the connected device.

## Open/Save File

This function opens the phonebook file in the PC, edits the file and then saves the file in the PC again.

**1**
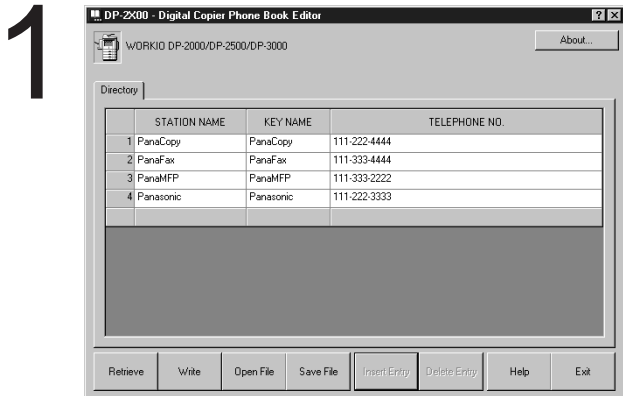


Click **Open File**

**Open File**

**2**



Click the [ Yes ] button.

**3**
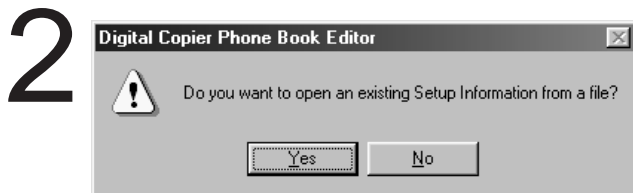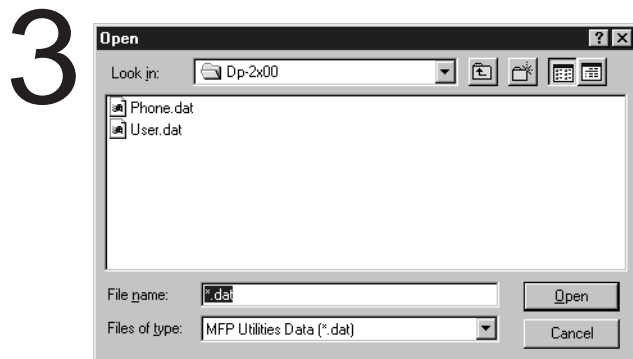


**The File Open dialog box appears**

① Select a file from the list (e.g. Phone.dat)
② Click the [ Open ] button.

**4**
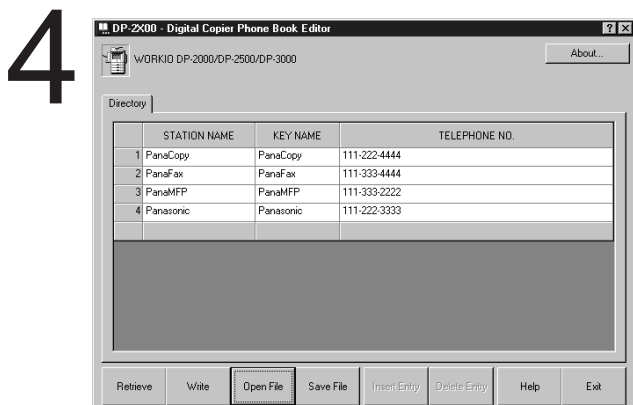


The phonebook information stored in the PC is displayed.

Modify and add destination names and dial numbers on this screen.

## Phone Book Editor

**5**
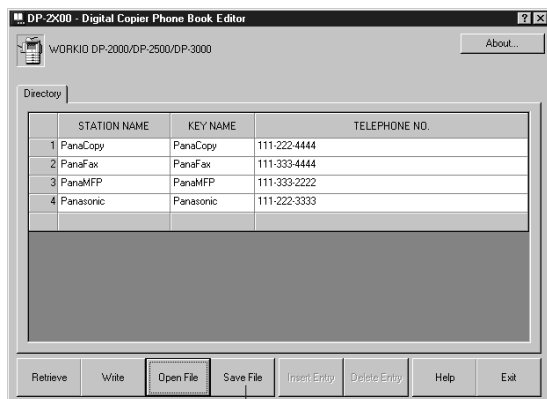


Click **Save File** after the editing is completed.

**Save File**

**6**



Click the [ Yes ] button.
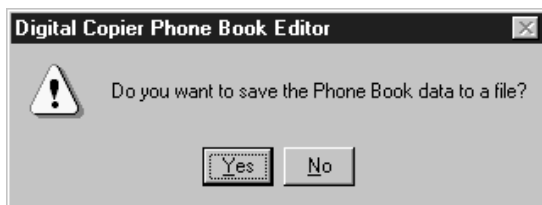
The phonebook information is saved in the PC.

**7**
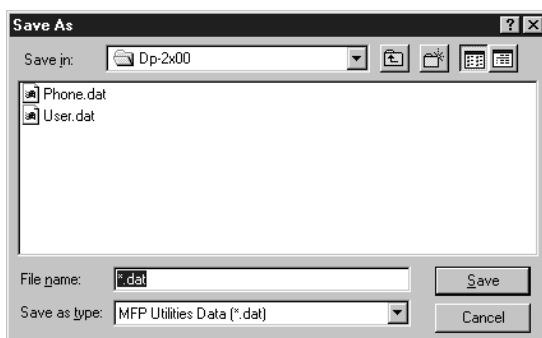


**For Save File:**

① Select an existing file from the list or enter a new file name.
② Click the [ Save ] button.
   The phonebook information is saved to a file.

## Insert Entry

This function adds or deletes lines in the list when editing the phonebook.
The steps for inserting lines is as follows:

**1**



Example: Insert a line between the 2nd and 3rd lines.

Click the portion indicated as ① .
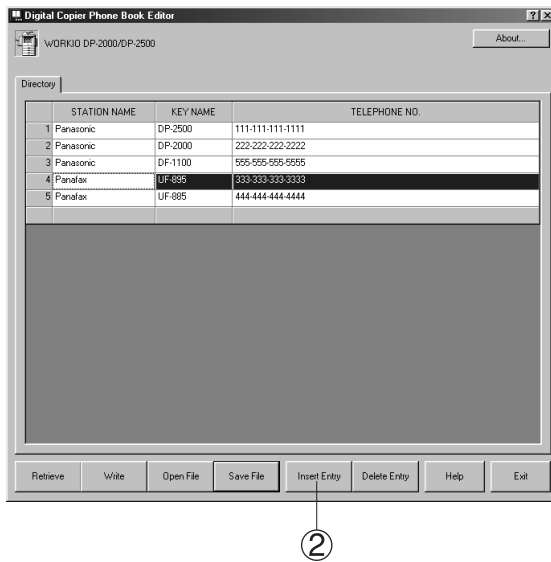
**2**



② Click **Insert Entry.**



A line is inserted as shown on the left.

**3**



Double-click on the line for data entry.

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## Phone Book Editor

### Delete Entry

The steps for deleting lines is as follows:

**1**
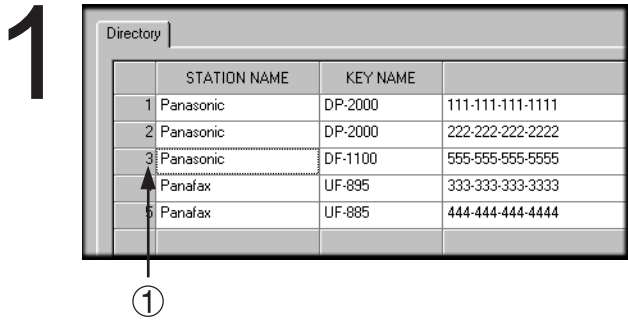


Example: Delete the 3rd line.

Click the portion indicated as ①.

**2**
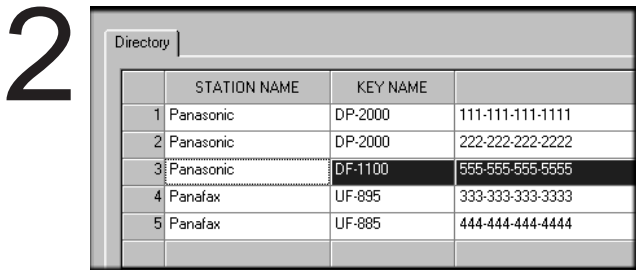


Click **Delete Entry.**
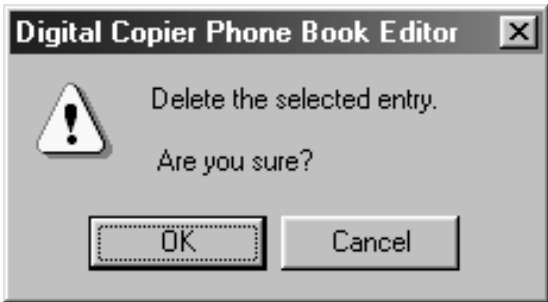


The screen shown on the left appears.

Click [ OK ] .
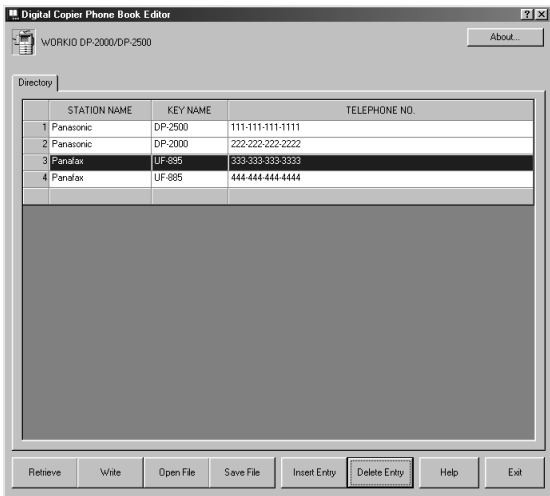


The line is deleted as shown on the left.

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# Troubleshooting

## Starting with:

If the printing operation fails, check the following points first:

- Connection cables are properly connected.
- Length of connection cables is not longer than 20 ft. (6 m).
- Power of devices is turned on.
- Paper is loaded on the device properly.
- Error message is not displayed on device.

The above points can be verified by printing a test page.  Refer to the following for procedures for test page printing:

---

**NOTE**    • The status of the devices can be verified by the status monitor (See page 140).

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## Troubleshooting

## Document is not printed correctly

| Problem | Action |
|---------|--------|
| Printing position is wrong or print is misses on the edge | Paper size or printing orientation is different between the application settings and the printer driver settings.  Specify the settings again. The specified paper has not been loaded on the device. Specify the settings again or load the appropriate paper. The document margin is not sufficient.  On the DP-2000/2500/3000, a margin of approx. 5 mm or more is required at the sheet edge. (Recommended printing margin)  Adjust the margin correctly. |
| Characters and symbols not used in documents are printed | Verify that the Panasonic DP-2000, DP-2500 or DP-3000 has been selected as the printer driver. |
| Printing operation takes excessive time | The wait time for printing operations depends on the spool settings. Select **Spool print jobs so program finishes printing faster** in spool settings. Reference : Windows 95/98/Me [Details Tab]  (See page 18) Windows NT4.0     [Advanced Tab]  (See page 45) Windows 2000     [Advanced Tab]  (See page 61) |

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## Error messages displayed on the computer

| Problem | Action |
|---------|--------|
| Error in writing to LPT1.<br>Unable to write to the Specified device. | Verify that the device is connected to the computer correctly.<br>Verify that the power of the device is turned on.<br>Verify that the paper is properly loaded. |
| Error in writing to LPT1.<br>Printer timeout error occurred. | Verify that the power of the device is turned on.<br>Excessive data volume or number of pages may overflow the device's memory, disabling data reception.<br>Increase the timeout setting value in properties (for transmission retry).<br>Reference:  Windows 95/98/Me  [Details Tab] (See page 18 )<br>                    Windows NT4.0       [Port Tab] (See page  37 )<br>                    Windows 2000         [Port Tab] (See page 60) |
| Printing is disabled due to an error in the current printer settings. | Differences in settings such as paper size or printing orientation exists between the application and the printer driver.<br>Specify the correct settings. |

## Troubleshooting

### Adding Paper(🖼)

■ **550-sheet paper drawer/tray**
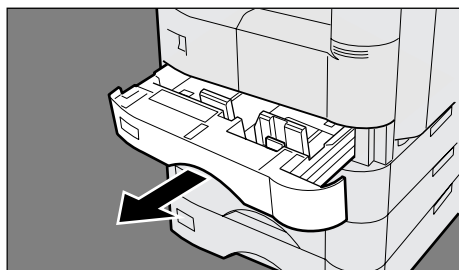
**1** Pull paper tray out of copier.
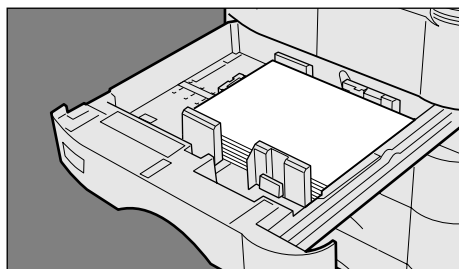
**2** Place paper with the copying surface facing upward.
Special papers, like glossy paper, mailing labels and transparaencies cannot be used in the paper tray. Use sheet bypass for special paper.
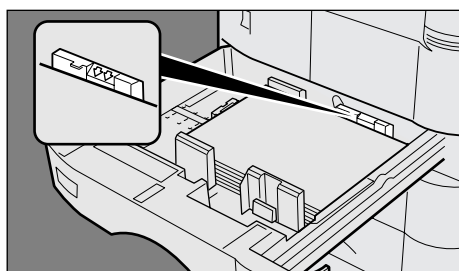
**3** Make sure paper is not loaded above the overfill indicator located in the paper.
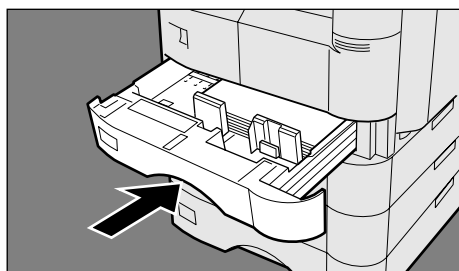
**4** Firmly push the paper tray back into the copier.

**NOTE**
- Do not use paper with folds or wrinkles.
  Refer to page 44 for details on changing the paper size for the paper tray.
- Unused paper should always be placed into a bag and the opening should be sealed for storage.
  If the paper is left exposed, problems such as paper curl, paper jams, wrinkles or loss of copied image quality may occur.

## Replacing the Toner Cartridge and Waste Toner Bottle(⬚)
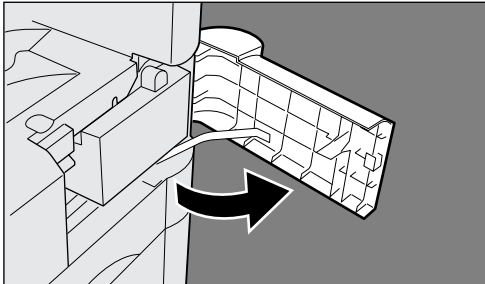
1      Open the front door.
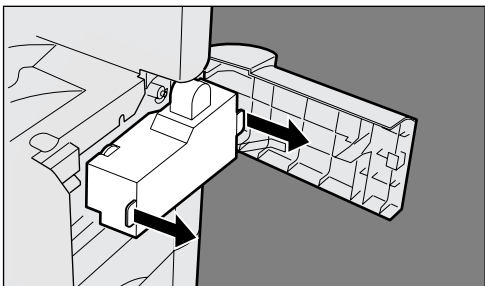
2      Slowly pull the waste toner bottle straight out.
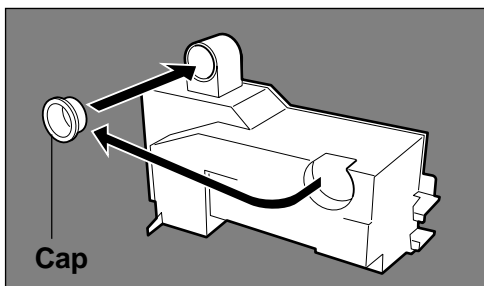
3      Close the bottle with the enclosed cap.

**Cap**
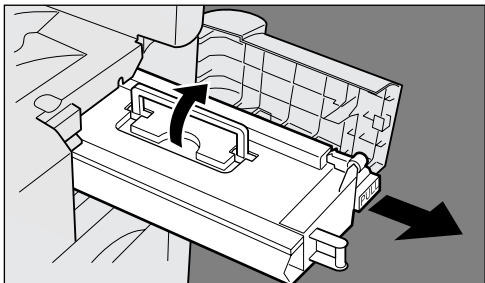
4      Remove the old toner cartridge.

**NOTE**　• For optimum copy quality use the recommended Panasonic toner. Store toner in a cool dark place. Do not unseal toner before use. Use it as fast as possible after unsealing.

5
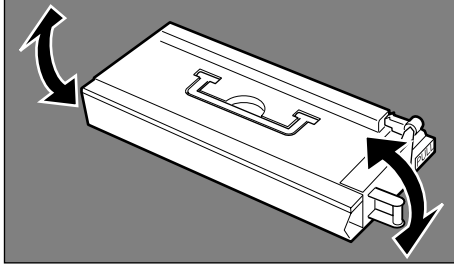


Shake the new toner cartridge well.

6
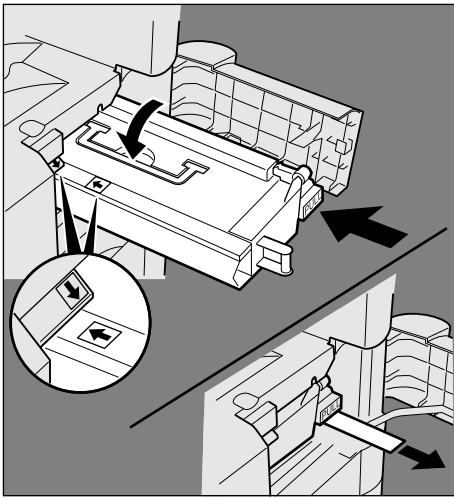


Install the new toner cartridge into the copier, and pull out the protective seal.

Note: Pull on the seal slowly and straight out.

7
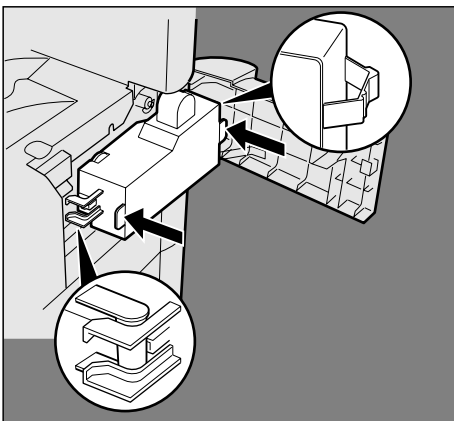


Install a new waste toner bottle.

8

Close the front door.

**NOTE** • Do not reuse the toner from the waste toner bottle.

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## Removing a Misfeed Paper

■ **Paper Misfeed Indicators and Locations**
  **When paper misfeed occurs, the misfeed indicator and the misfeed location(s)**
  **will be displayed on the touch panel display.**
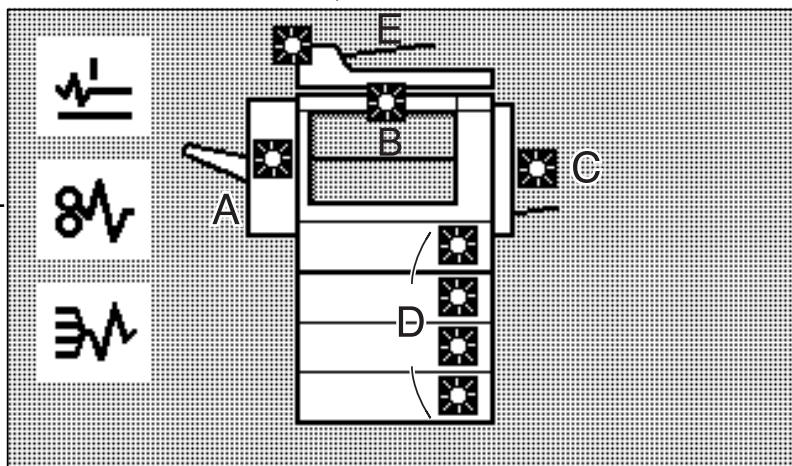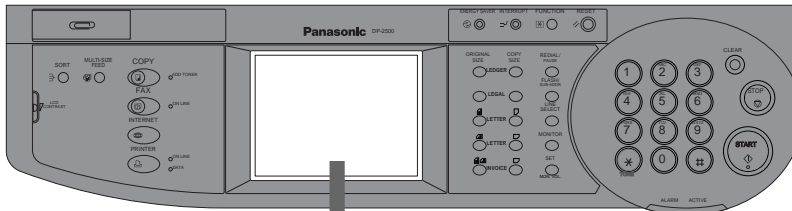


**Paper Misfeed Locations**

|  |  |  |
|---|---|---|
| ∌ᴠ | **Finisher** | A: Finisher (See P.170) |
| 8ᴠ | **Copier<br>or<br>Paper Feed Unit** | B: Paper transport area (See P.171)<br>C: Paper entry area (See P.172)<br>D: Paper feed unit (See P.174) |
| ↙↧ | **ADF/i-ADF** | E: ADF/i-ADF (See P.175) |

| NOTE | • Make sure that the misfeed indicator goes off after removing the paper misfeed paper. The misfeed indicator will not go off if the paper is still jammed in the copier. Check again and remove all misfed paper. |
|---|---|

**Troubleshooting**
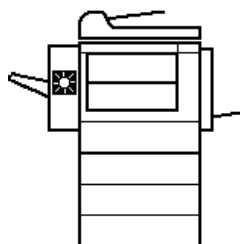
■ **Finisher**

• Make sure that the misfeed indicator goes off after removing all misfed paper.

## 1
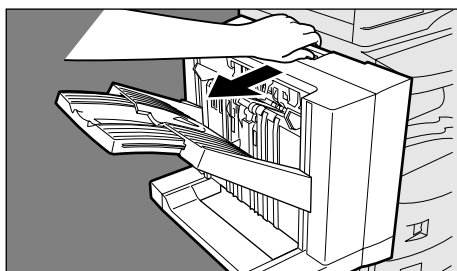
Pull out the finisher.

## 2
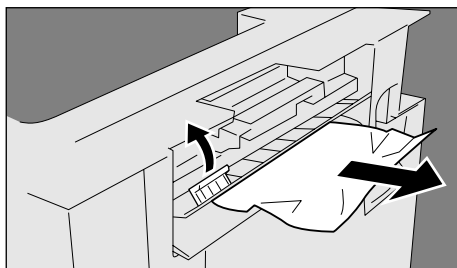
Lift up the lever and clear the paper jam.

## 3

Return the finisher to original position.

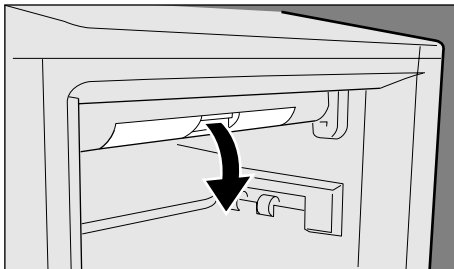**NOTE** ) • Make sure that the misfeed indicator goes off after removing all misfed paper.

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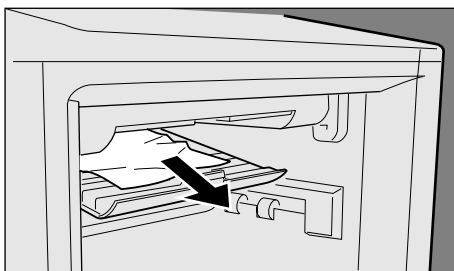## Removing a Paper Misfeed
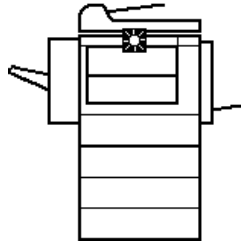
■ **Paper Transport Area**

• Make sure that the misfeed indicator goes off after removing all misfed paper.

---

**1**

Push the latch to open the cover.

---

**2**

Remove the misfed paper.

---

**3**

Close the cover by pushing the latch.
(Check that the latch is securely fastened.)

---

**NOTE**    • Make sure that the misfeed indicator goes off after removing all misfed paper.
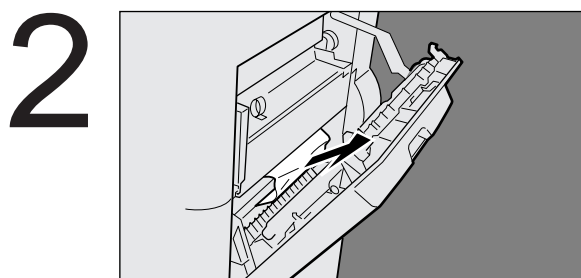
## Troubleshooting
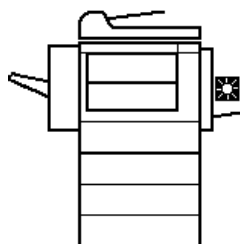


### ■ Paper Entry area

• Make sure that the misfeed indicator goes off after removing all misfed paper.

1
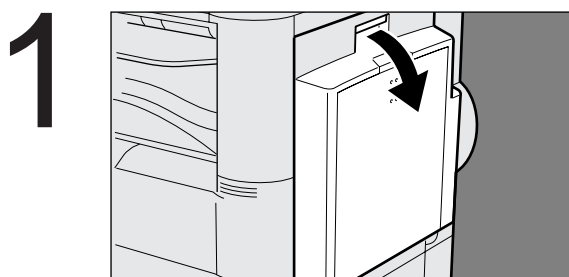


## Open the right cover.

2



## Remove misfed paper.

| ⚠ CAUTION ATTENTION VORSICHT PRECAUCIÓN | ⚠ HIGH TEMPERATURE SURFACE, DO NOT TOUCH. SURFACE TRES CHAUDE, NE PAS TOUCHER. NICHT BERUEHREN, HEISSE OBERFLAECHE VERBRENNUNGSGEFAHR. SUPERFICIE DE ALTA TEMPERATURA, NO TOCAR. 表面高温 不要触摸 |

3
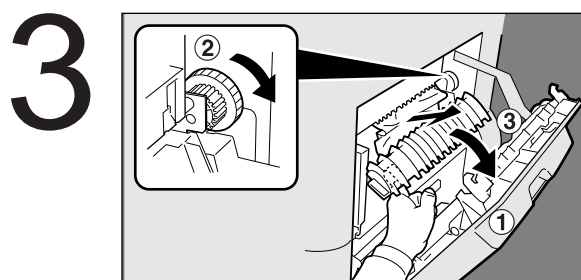


① Open the heat roller cover.
② If copy paper is fed far into the copier, turn the right paper clearing knob.
③ Remove misfed paper.

**NOTE** • Make sure that the misfeed indicator goes off after removing all misfed paper.

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4
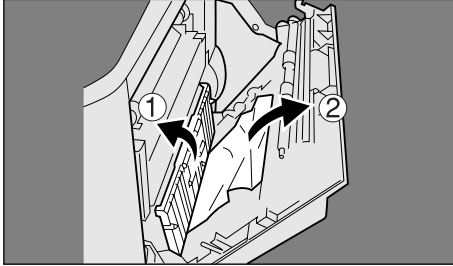


## Automatic Duplex Unit (ADU)
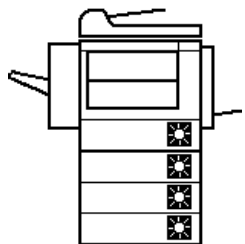
① Open the paper feed guide.
② Remove misfed paper.

5

Close the right cover.

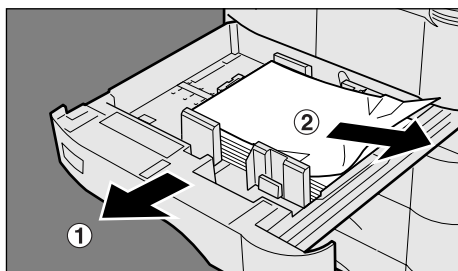NOTE • Make sure that the misfeed indicator goes off after removing all misfed paper.
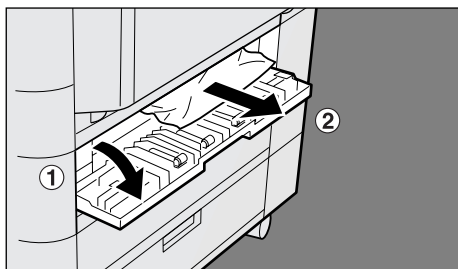
## Troubleshooting



■ **System Console**

• Make sure that the misfeed indicator goes off after removing all misfed paper.

---

**1**



① Pull out the paper tray.
② Remove misfed paper.
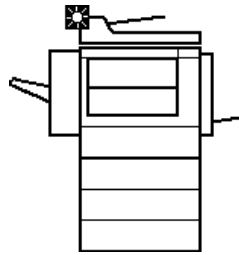③ Return the paper tray to the original position.

---

**2**



① Open the feed cover.
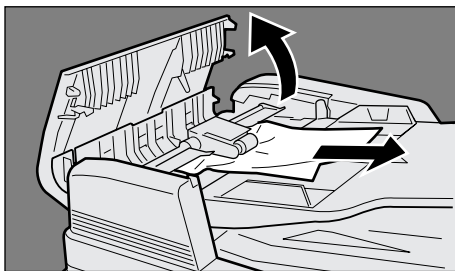② Remove misfed paper.
③ Close the feed cover.

---

**NOTE** • Make sure that the misfeed indicator goes off after removing all misfed paper.
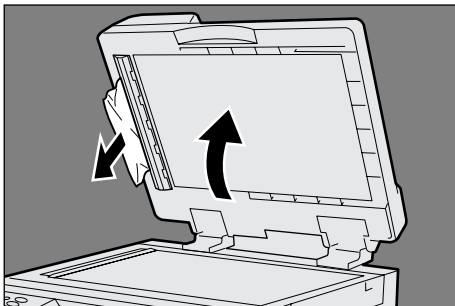
Troubleshooting

■ **ADF/i-ADF**

- Make sure that the misfeed indicator goes off after removing all misfed paper.

1    ① Open the ADF cover.
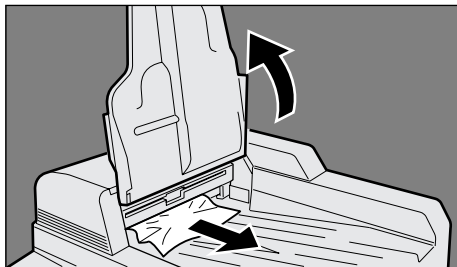② Remove misfed paper.
③ Close the ADF cover.

2    ① Open the ADF.
② Remove misfed paper.
③ Close the ADF.

NOTE

- Push the tab ⊞ on the center of the ADF cover to close it.
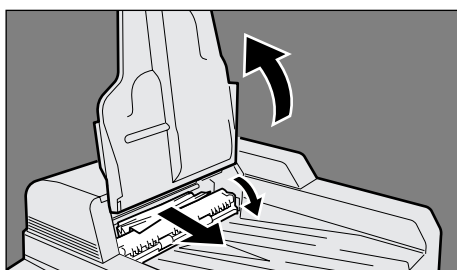- Make sure that the misfeed indicator goes off after removing all misfed paper.

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Troubleshooting

## Troubleshooting

3



① Lift up the ADF tray top cover.
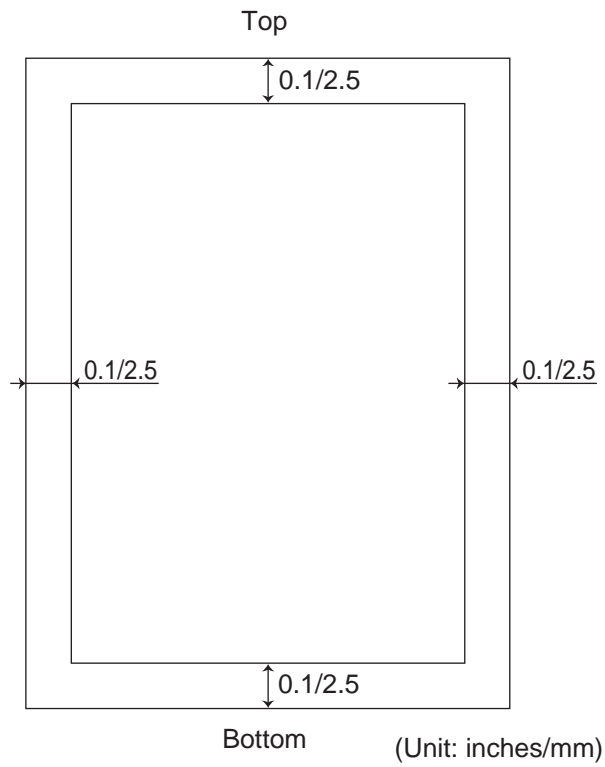② Remove misfed paper.
③ Close the ADF tray top cover.

4



&lt;i-ADF&gt;
① Lift up the ADF tray top cover.
② Open the entry cover.
③ Remove misfed paper.
④ Close the entry cover.
⑤ Close the ADF tray top cover.

**NOTE**    Make sure that the misfeed indicator goes off after removing all misfed paper.
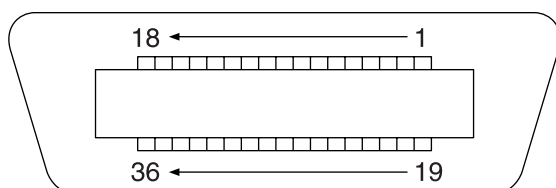
# Appendix

Top

0.1/2.5

0.1/2.5

0.1/2.5

0.1/2.5

Bottom

(Unit: inches/mm)

# Appendix

## Parallel Interface Connector

The printer has a parallel interface for connecting to PC.

**Shape of Connector**

```
18 ←――――――――→ 1
36 ←――――――――→ 19
```

**Signal lines and pin arrangement**

| No. | I/O | Signal name | No. | I/O | Signal name |
|-----|-----|-------------|-----|-----|-------------|
| 1 | I | /STB | 19 | — | GND |
| 2 | I/O | DATA0 | 20 | — | GND |
| 3 | I/O | DATA1 | 21 | — | GND |
| 4 | I/O | DATA2 | 22 | — | GND |
| 5 | I/O | DATA3 | 23 | — | GND |
| 6 | I/O | DATA4 | 24 | — | GND |
| 7 | I/O | DATA5 | 25 | — | GND |
| 8 | I/O | DATA6 | 26 | — | GND |
| 9 | I/O | DATA7 | 27 | — | GND |
| 10 | O | /ACK | 28 | — | GND |
| 11 | O | BUSY | 29 | — | GND |
| 12 | O | PE | 30 | — | GND |
| 13 | I | SELECT | 31 | I | /INIT |
| 14 | O | /AUTOFD* | 32 | O | /FAULT |
| 15 | — | Not used | 33 | — | Not used |
| 16 | — | GND | 34 | — | Not used |
| 17 | — | GND | 35 | — | Not used |
| 18 | O | VCC | 36 | I | /SELIN* |

*Signal used for bidirectional communication

**Signal functions**

| Signal name | Function |
|-------------|----------|
| /STB | Signal for sending data to printer. Steady-state value is **High.** Printer reads data until this signal becomes from **Low** to **High.** |
| DATA0 to Data7 | Input signal for receiving 8-bit data. Logic 1 is **High.** **DATA0** is **LSB** and **DATA 7** is **MSB.** |
| /ACK | Signal indicating that printer has read data into device completely. This signal is output in response to **/STB.** |
| BUSY | Signal indicating that printer is unable to receive data. Printer is able to receive data when this signal is **Low.** |
| PE | Signal indicating Paper Out of printer. This signal is **Low** when paper is loaded and is **High** when paper is out. |
| SELECT | Signal indicating that printer is under online status. Printer is capable of receiving data when this signal is **High.** |
| /AUTFD | Signal used for bidirectional communication |
| GND | Ground |
| VCC | Signal indicating that the power of printer is on. This signal allows verifying ON/OFF status of power of printer and connection status of printer cable. |
| /INT | Signal for initializing printer. Steady-state value is **High.** Printer is initialized by **Low.** |
| /FAULT | Signal indicating that printer is faulty. |
| /SELIN | Signal used for bidirectional communication |

**NOTE**

Troubleshooting

For Service Call: _____